



Top of Canada

TOP SALESMEN FOR APRIL



G. Lorne
DPS Calgary
259%



E. Harding
OP Toronto
189%



J. Kay
DPS Toronto
170%

TOP SALESMEN — YEAR-TO-DATE



E. Harding
OP Toronto
149%



D. Sakamoto
DPS Toronto
136%

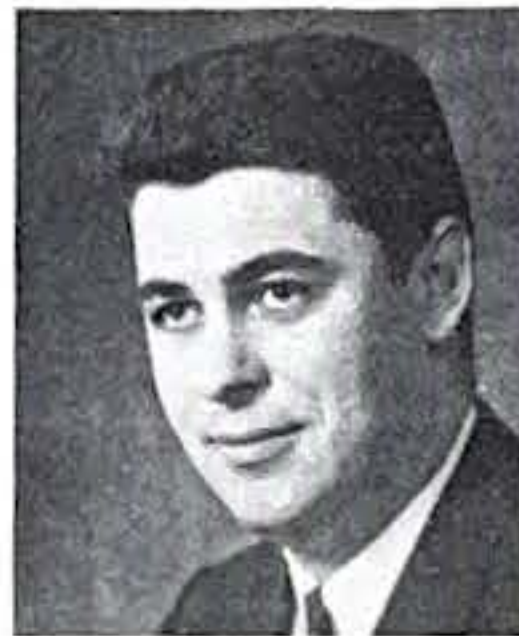


B. Zidaroff
GS Montreal
127%

TOP MANAGERS FOR APRIL



H. Pollock
Branch Manager
Calgary/Edmonton
76%



D. Fernane
Sales Manager DPS
Toronto
73%



J. Dawson
Product Sales Manager
ASD
113%

TOP MANAGERS — YEAR-TO-DATE



F. Strickland
Branch Manager
92%



T. Stajer
Sales Manager DPS/ASD
Vancouver
102%



T. Turner
Product Sales Manager
OP/GS/ME
88%

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This Proposal Prepared For:

INLAND WAREHOUSING (CALGARY) LTD.

by

G. M. LORNE

Data Processing Representative

Singer Business Machines

December 21, 1972

Inland Warehousing (Calgary) Ltd.
5316 - 2nd Street S. E.
CALGARY, Alberta

ATTENTION: Mr. J. J. Anderson

Dear Mr. Anderson:

Singer Business Machines appreciates this opportunity to respond to your request for an automated system design and proposal. We are pleased to see that Inland Warehousing (Calgary) Ltd. recognizes the advantages of a mini computer concept in a heavy flow, data processing environment. Flexibility, speed, efficiency and simplicity become the determining criteria for selection of the proper system to replace your semi automated methods.

It is recognized by Singer, that service, prompt delivery, coupled with a flexible data entry and a system designed for the utmost in efficiency are the keys to the formation of a sound business relationship.

Our proposal follows this concept, while bearing in mind initial investment to insure the most economical system configuration, which provides the most meaningful information.

Throughout our proposal, procedures are explained and detailed to the extent that is possible before actual system programming. This is to assure you the Singer 5800 mini computer has the ability to process your work. Minute details and mutually agreed upon changes will be discussed and incorporated during actual programming.

.....2

- 2 -

When all phase I programming has been completed, a demonstration will be performed in our office, of your system, for your approval before installation.

Upon presentation of this proposal, should your schedule not permit a verbal explanation, we request dates be arranged immediately, in order that a discussion may be carried out pertaining to the proposed system. Secondly, a time be set for a demonstration, in our office, of the hardware involved.

In conclusion we wish to thank you and Magda for your cooperation during our survey and the answering of our questions. We are certain that you, as well as ourselves, are looking forward to the installation of the proposed system at the earliest possible date.

Yours very truly,

G.M. LORNE
Data Processing Representative
Singer Business Machines

5800 VISIBLE RECORD MINI COMPUTER SYSTEM

T A B L E O F C O N T E N T S

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SINGER BUSINESS MACHINES
5800 VISIBLE RECORD MINI COMPUTER

Sections i - xiii

Phase I Installation of Programs

Program 1

- (a) Warehouse receipts and Delivery Slips
- (b) Accounts Receivable
- (c) Inventory
- (d) Invoice
- (e) Statements
- (f) Cash Receipts
- (g) Receivables Aging

Program 2

- (a) Inventory Listing

Program 3

- (a) Pool Car Recording

Program 4

- (a) Airline Cartage Recording

Program 5

- (a) Edmonton recording and receivables

5800 Visible Record Mini Computer System Concept

i Magnetic Stripe Card File Explanation

(A) Customer Inventory Control Card

- Refer back of this section for design, sample I.

These cards will contain, on the face and stripe, inventory information pertaining to the customers (supplier) inventory. They will be used to initiate each warehouse receipt and delivery slip prepared and to up-date and control each customers inventory. A further function will be to contain information for the automatic preparation of the customers monthly storage charge invoice.

Information contained on these cards are as follows:

Printed on face

1. Date
2. Five types of inventory categories.
3. Balance on hand.

Recorded on Magnetic Stripe

1. Customer (supplier) name, address and/or number.
2. Inventory categories were applicable as dictated by storage charge invoice. *or sq. ft. area maintained for storage distribution code*
3. Rates per category. *or area rate*
4. Total inventory on hand.
5. No. of D/R's prepared this month.
6. D/R *prepared, number,* preparation rate and distribution code
7. Shipper if "Inland Truck". *"Warehouse Truck"*
8. Total transactions this month.
9. Back ordered, total items.
10. Item line count for listing
11. Provision for misc charges if constant, such as:
 - a) office rental & dist. code
 - b) Parking & dist. code
 - c) Business tax & dist. code
12. Record (up to 36) release #'s

release numbers

on inv. card →

(B) Customer Inventory Item Cards

- refer back of this section for design, sample II

These cards will contain, on the face and stripe, inventory item information pertaining to a particular item. They will be used to record inventory transactions and to automatically prepare the constant line information for warehouse receipts and delivery receipts, as well as containing the billing rates for charges calculations.

The monthly inventory listing report will be automatically prepared by inserting these cards and the customer inventory control card into system to obtain a totaled and balanced listing.

Information contained on these cards are as follows:

Printed on face

1. Date
2. Reference
3. Items in
4. Total monthly ins
5. Items out
6. Total monthly outs
7. On hand

Recorded on Magnetic Stripe

1. Code
2. Description and size
3. Unit weight
4. Daily ins
5. Monthly ins
6. Daily outs
7. Monthly outs
8. Stock on hand
9. Storage rate
10. Warehouse handling rate
11. ~~Distribution~~ handling rate
12. Back ordered
13. D/S (release) numbers recorded.

(C) Customer Statement Preparation Summary Cards

- Stripe used only for information recording, refer back of this section for design, sample IIA

These cards will contain, on the stripe, total individual warehouse receipt and total individual delivery receipt information along with total storage invoice information, for the automatic preparation of the customers monthly statement. Only identification as to account name, and card number will be printed on the card face, as stated these cards are for information storage only and are automatically cleared upon each monthly statement prepared.

After the automatic preparation of the monthly storage charge invoice (prepared automatically from inventory control cards) all information for that customer's invoice will be transferred to the appropriate 'Statement (Preparation) Summary Card', which in turn is used in the automatic preparation of the monthly statement.

In summary, these cards contain information for all W/R's, D/R's and storage invoices completed during a month. At months end these Summary Cards are read by the 5800 to automatically produce a customer monthly statement.

Information contained on the "Summary Cards" are:

1. Warehouse receipt date
2. Warehouse receipt number
3. Storage charges total per W/R
4. Handling charge total per W/R
5. Cartage total per W/R
6. Freight or advances per W/R
7. Delivery receipt date
8. Delivery receipt number
9. Cartage per D/R
10. Storage charge invoice date
11. Storage charge invoice number
12. Storage charge invoice total storage charge.

- Reversals to any of the above will be handled through a credit W/R, D/R or invoice and recorded as above.
- Credits to any account to be shown on monthly statement will be a manual operator entry.

continued.....

(C) continued.....

The number of "Statement Summary Cards" used during the month will depend directly upon the number of W/R's, D/R's prepared. A pre-determined number of Summary Cards will be created for each account, ready to accept information recording, and filed directly behind the customers account receivable card. As each card's stripe becomes full, an indicator light will illuminate and card ejected to the operator. This will signify that this card is full and to be filed face toward the rear of the file, to indicate to the operator not to re-use until statement preparation. On the back of these cards the words "Card Filled #1", etc., could be rubber stamped to further assist the operator. Numbering of both sides of the card will insure correct order for printing out of transaction by date and number on the statement.

When Summary Card becomes full and handled as explained above, the operator selects the next clear card from file, which will be face forward.

Programming will not allow card to become filled during the preparation of a W/R or D/R or invoice.

(D) Accounts Receivable Control Card
refer back of this section for design, sample III

This card will contain, on stripe and face, all information as a control for the complete Inland, Calgary account receivable file. It is used upon completion of posting customer receivable cards for either charges or credits.

Information contained on this card is as follows:

- on face and stripe

1. Date
2. Debits, all receivables
3. Credits, all receivables
4. Balance, All receivables

(E) Customer Accounts Receivable Cards.

- refer back of this section for design, sample IV

These cards will contain, on the face and stripe, customer information pertaining to receivables, derived from monthly statement preparation. Also used in the recording of cash receipts which is explained under section vii.

In preparing monthly statements these cards are used for header printing and for receiving monthly postings and balancing.

Information contained on these cards are as follows:

Printed on face

1. Date
2. Reference
3. Debits
4. Credits
5. Balance

Recorded on Magnetic Stripe

1. Account number
2. Customer (supplier) name and address
3. Statement total (monthly balance)
4. Outstanding balance
5. Account aging

Charges for

1)

Misc. items

- 1) Office Rental & dist. code
- 2) Parking space "
- 3) Stenographic Service & "
- 4) Teletype. & "
- 5) Telex & Telegraph & "
- 6) Postage & "
- 7) Shipping Service & "
- 8) Business Tax & "

(F) Cash Account Card

- refer back of this section for design, sample V

Although this card will not be totally posted with all cash until the General Ledger program is installed, it will contain most figures as an aid to posting the cash account during phase I and II.

This card will contain, on the face and stripe, information pertainin to cash received on account. Posted in total upon customer payments with detail reference from the cash journal printed automatically in the MSL processor.

Information contained on these cards are as follows:

Printed on face

1. Date
2. Journal reference
3. Debit
4. Credit
5. Balance

Recorded on Magnetic Stripe

1. G.L. Account Number
2. Debits monthly
3. Credits monthly
4. Monthly balance

(G) C.P.R. Payable Card

This card will be used as a transaction card to record C.P.R. charges from ~~post~~-car shipments and to record the payment to C.P.R.

The cheque submitted to C.P.R. will be automatically prepared from this card.

The complete monthly transactions will be recorded on this card and will serve as a complete record for the C.P.R. payable.

Information contained on this card is as follows:

Printed on face

1. Date
2. Reference
3. Charges
4. Payments
5. Balance

Recorded on Magnetic Stripe

1. Name, address
2. Cheque amount
3. Charges y.t.d.

I SAMPLE PROPOSED INVENTORY CONTROL CARD

INVENTORY CONTROL						ROYAL CITY FOODS LTD.	
		INVENTORY CATEGORY					
DATE	DESCRIPTION	DESCRIPTION	DESCRIPTION	DESCRIPTION	DESCRIPTION	ON HAND	
	RATE	RATE	RATE	RATE	RATE	RATE	
	IN OUT	IN OUT	IN OUT	IN OUT	IN OUT	IN OUT	

MAGNETIC STRIPE OTHER SIDE

MAGNETIC STRIPE THIS SIDE

Stock Record

II SAMPLE PROPOSED INVENTORY CARD

ROYAL CITY FOODS LTD.						
PRODUCT DESCRIPTION				UNIT	UNIT WEIGHT	
6/100 R.C. SOLID PACK APPLES				6/100	48.00	
DATE	REF. NO.	IN	TOTAL IN	OUT	TOTAL OUT	ON HAND

Release #

MAGNETIC STRIPE (OTHER SIDE)

MAGNETIC STRIPE (THIS SIDE)

II A. SAMPLE PROPOSED STATEMENT SUMMARY CARD

CUSTOMER STATEMENT SUMMARY # 1.

MAGNETIC STRIPE (THIS SIDE ONLY)

III SAMPLE PROPOSED RECEIVABLES CONTROL CARD

ACCOUNTS RECEIVABLE CONTROL					
DATE	REFERENCE		DEBIT	CREDIT	BALANCE

MAGNETIC STRIPE OTHER SIDE

MAGNETIC STRIPE THIS SIDE

IV SAMPLE PROPOSED ACCOUNTS RECEIVABLE

ACCOUNT NUMBER		CUSTOMER NAME			
ACCOUNT		RECEIVABLE			
DATE	REFERENCE	DEBIT	CREDIT		BALANCE

MAGNETIC STRIPE OTHER SIDE

MAGNETIC STRIPE THIS SIDE

V SAMPLE PROPOSED CASH ACCOUNT CARD

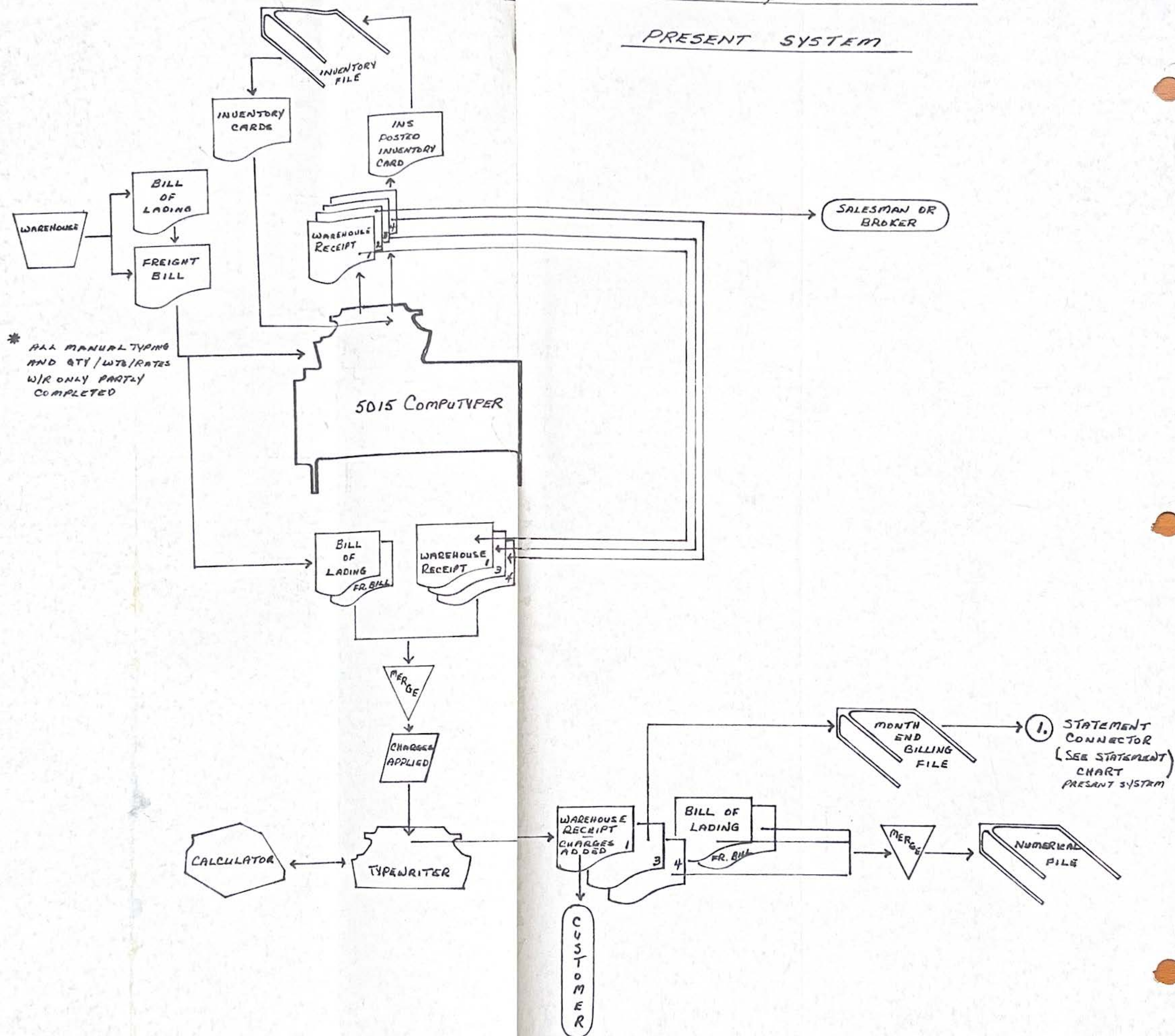
CASH ACCOUNT				NUMBER	
DATE	REFERENCE	DEBIT	CREDIT		BALANCE

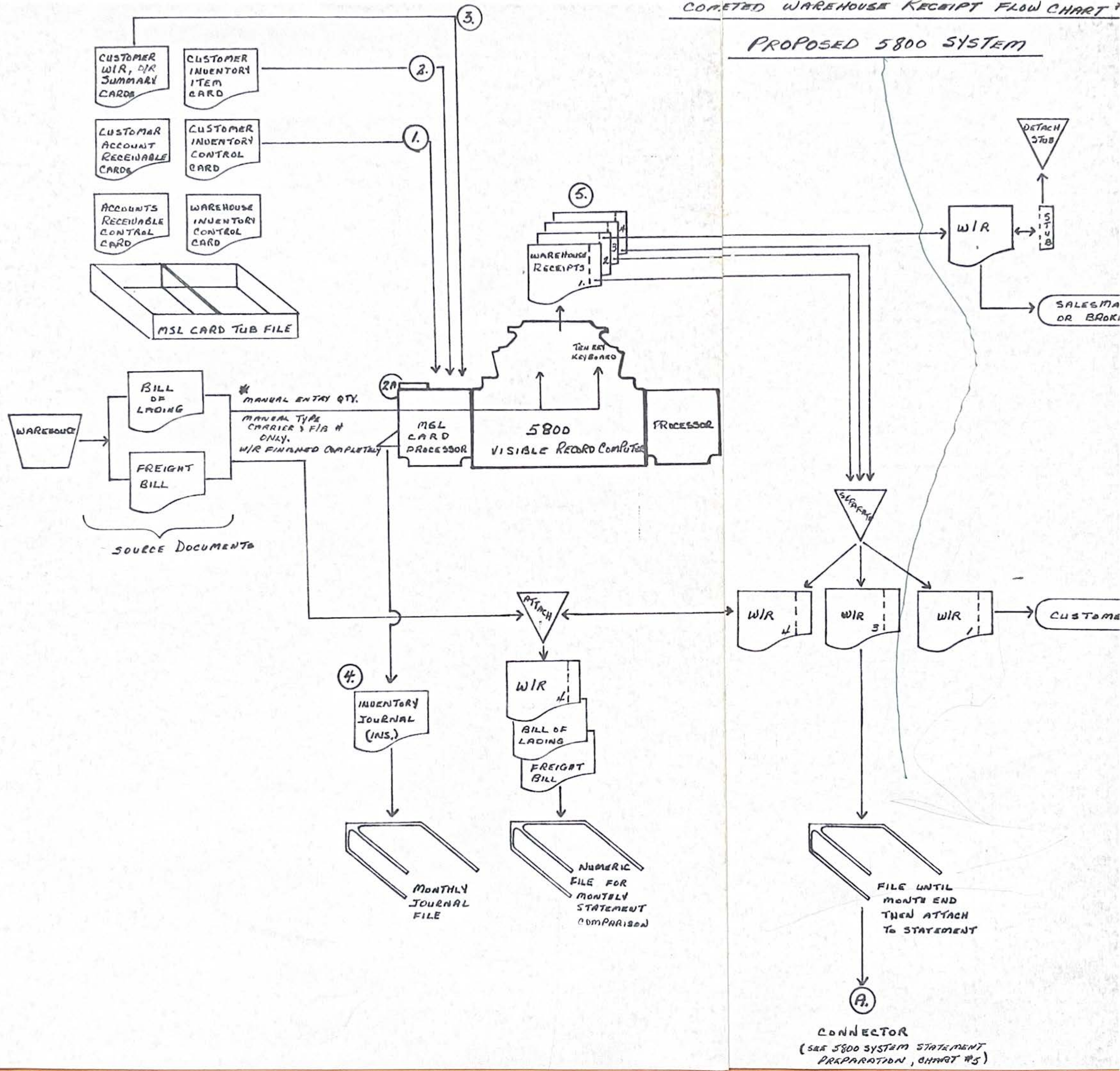
MAGNETIC STRIPE OTHER SIDE

MAGNETIC STRIPE THIS SIDE

WAREHOUSE RECEIPT PREPARATION AND APPLIED CHARGES, WORK FLOW CHART

PRESENT SYSTEM





5800 Visible Record Mini Computer System Concept

ii Warehouse Receipt Preparation and Recording

(A) Operator Source Documents:

- Bill of Ladings, from warehouse receipt of goods.
- Freight Bills, from delivery of warehouse goods.

*Warehouse
report*

(B) Magnetic Cards Used:

- Customer Inventory Control
- Customer Inventory Item
- Customer Statement Summary

Procedure, refer to numbers on flow chart, 5800 System # 1

(1) From customer inventory control card, suppliers name, transactions to date and Inland's address printed on W/R. From program W/R number, date printed. Ship to, carriers name and origination point, shippers bill number typed manually. Magnetic card is then automatically parked ~~waiting~~ completion on W/R.

(2) From individual inventory item cards, code if used, description and size, unit weight, stock balance and charges rates are printed. Line by line storage ~~charges~~, warehouse and ~~handling~~ charges are calculated and printed from program as well as weight extended, charge calculations printed and totaled, cartage charge calculated, all items totaled and total weight all items printed. Card is then automatically sent to staker for later re-filing. Quantity is entered manually for each item as well as reconditioning and extra labour if applicable.

(2A) When W/R completed, customer inventory control card automatically returns from park position to have balancing figures printed on face and stripe up-dated. Card automatically then sent to stacker for later re-filing.

(3) Recorded to customer "Statement Summary" cards after customer inventory control card posted, are the W/R date, number, total storage amount, total handling amount, total cartage amount and reconditioning or extra labour charge if applicable. Card is then ejected to operator for re-filing behind receivables card in tub file.

(4) As a result of the above inventory movement an automatic inventory journal for inventory in has been prepared recording all ins per customer.

continued.....

continued.....

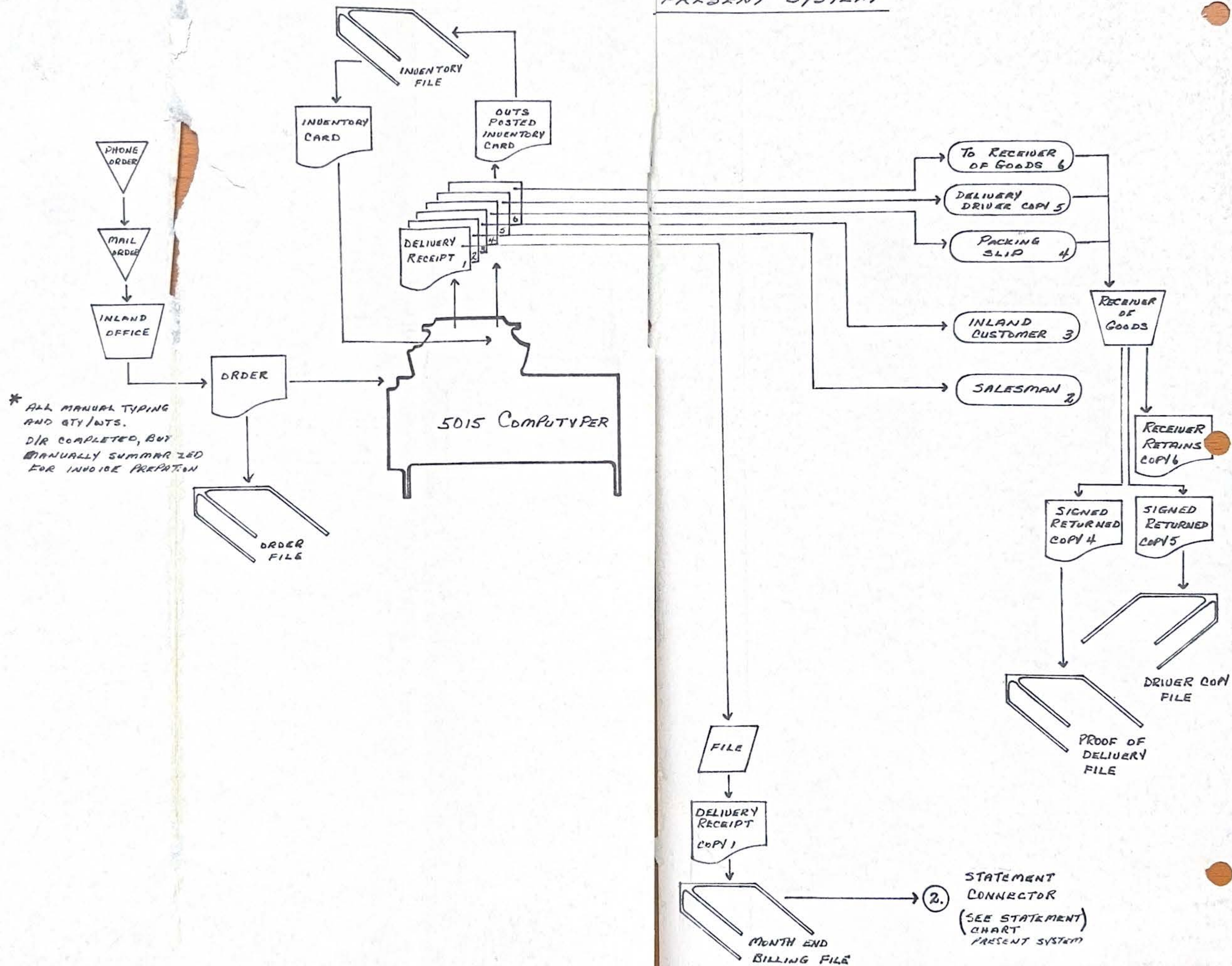
(5) From the above, the new designed combination W/R, D/R has been prepared (see appendix Forms for design). Copy distribution is as follows:

- Copy 1, to customer.
- Copy 2, to Salesman or broker less charges stub.
- Copy 3, filed until month end then attach to statement.
- Copy 4, attached to bill of lading, and freight bill, then numerically filed.

For end result filing and distribution of W/R's refer to 5800 System flow charts # 1 and # 5.

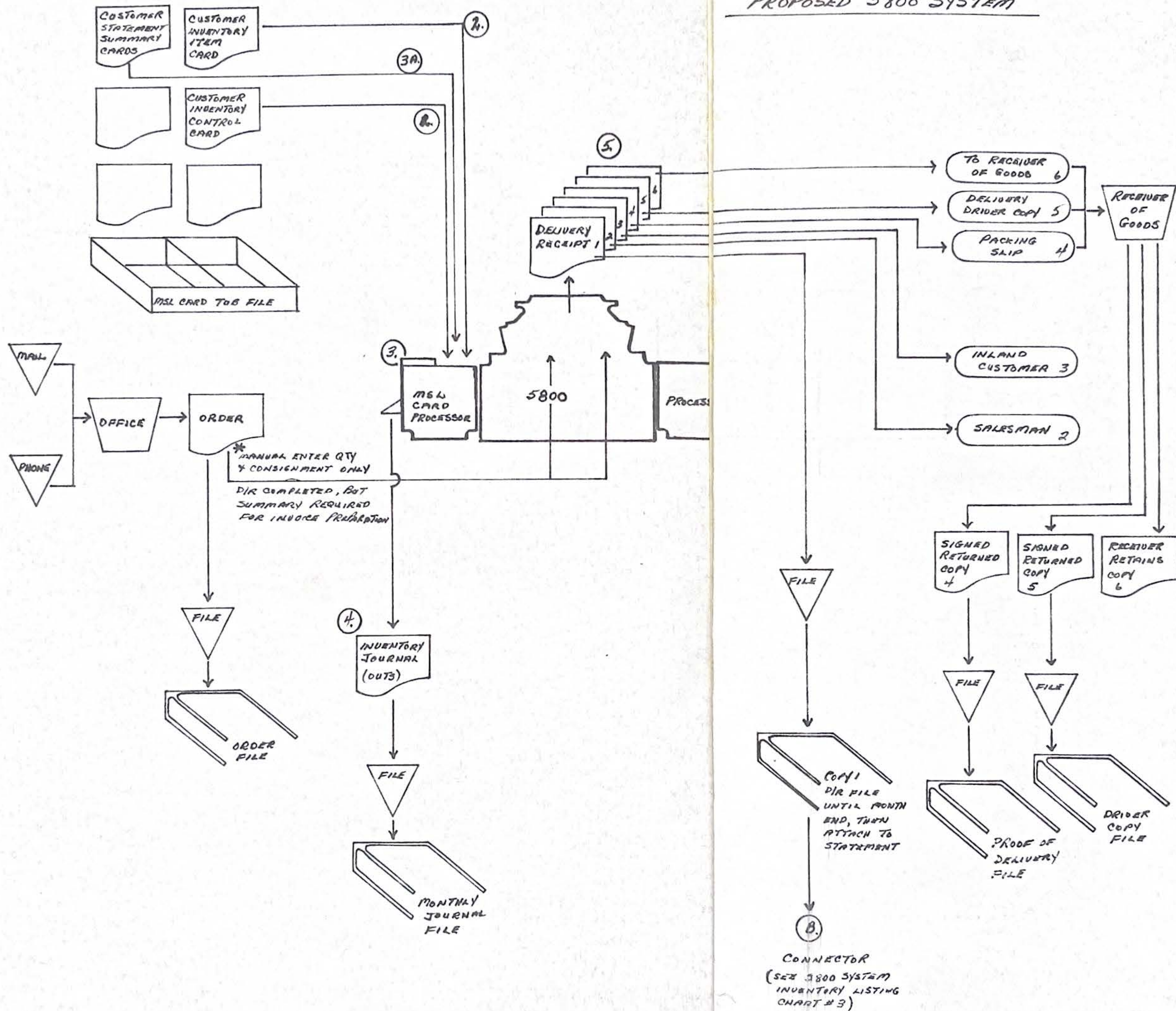
DELIVERY RECEIPT PREPARATION WORK FLOW CHART

PRESENT SYSTEM



COMPLETED DELIVERY RECEIPT FLOW CHART #2

PROPOSED 5800 SYSTEM



5800 Visible Record Mini Computer System Concept

iii Delivery Receipt Preparation and Recording

(A) Operator Source Documents:

- Customer Order

(B) Magnetic Cards Used:

- Customer Inventory Control
- Customer Inventory Item
- Customer Statement Summary

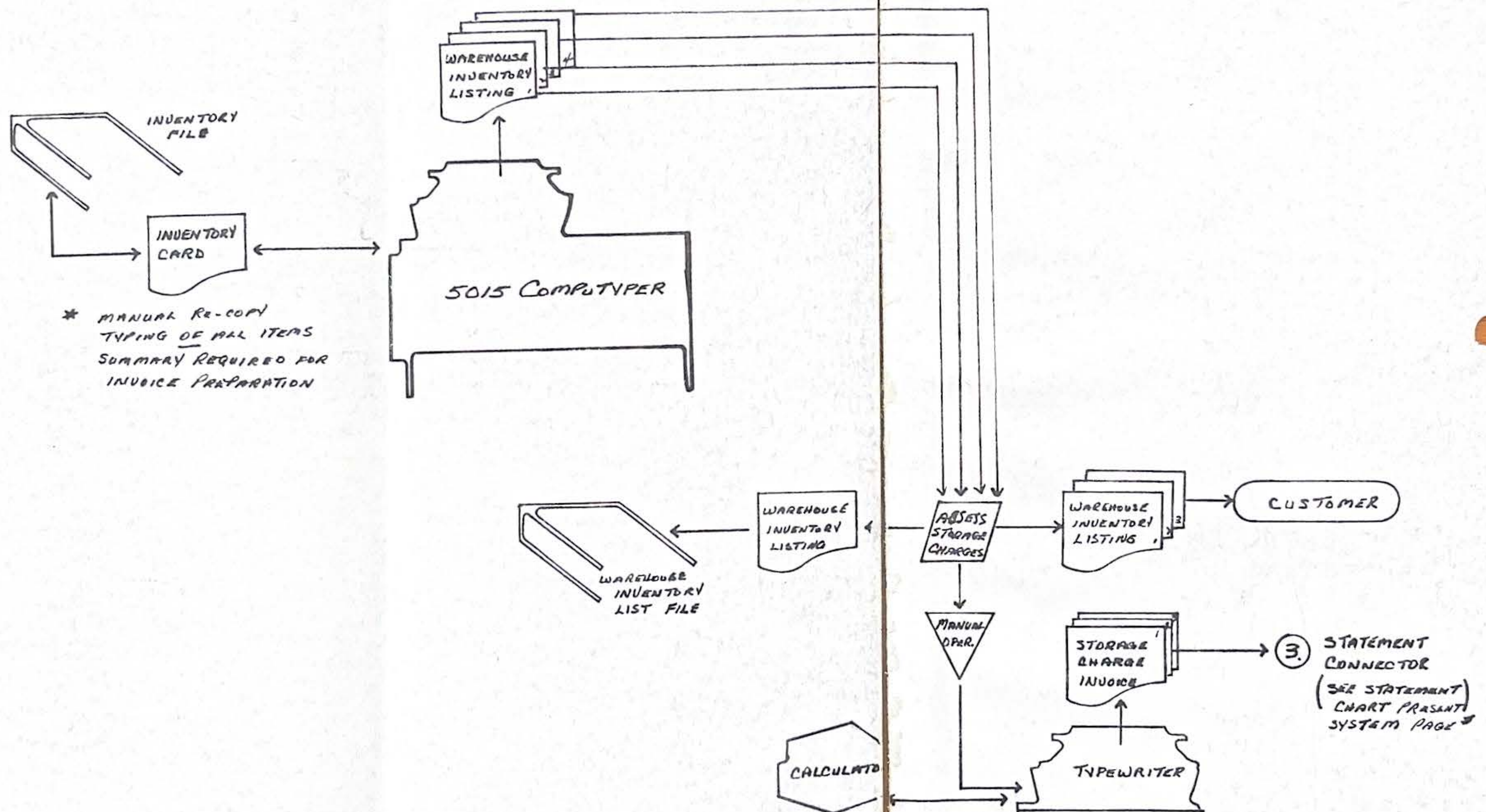
Procedure, refer to numbers on flow chart 5800 System #2

1. From customers inventory control card, suppliers name, ship to if same, Inland's address and transactions to date, shipped via if Inland truck, printed on D/R. From program, D/R number, date printed. Ship to, customers order number typed manually. Magnetic card is then automatically parked awaiting completion of D/R.
2. From individual inventory item cards, code if used, description and size, unit weight, stock balance. Line by line weight extension, total all items, total weight all items and if prepaid cartage, calculated and printed from program.. Item quantities are manually entered.
3. When D/R completed, customers inventory control card automatically returns from pack position to have card and stripe updated. Card is then ejected to stacker for later re-filing.
- 3A. Recorded to Customer Statement Summary Card for subsequent statement preparation are, D/R date, number, cartage and accumulated D/R's prepared this month to date. Card is ejected to operator for re-filing behind receivables card in tab file.

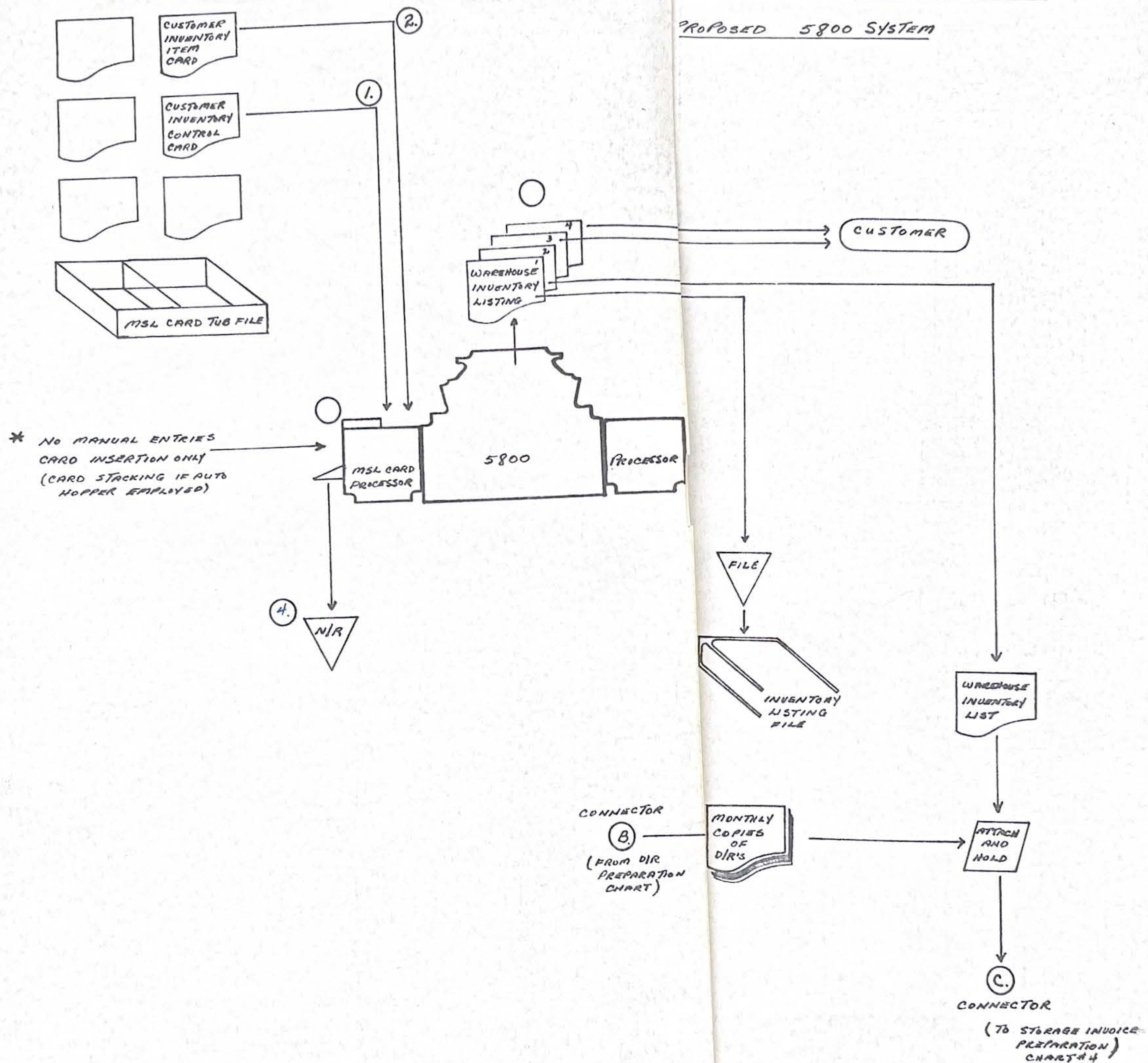
4. As a result of the above inventory movement an automatic inventory journal for outs has been prepared recording all items per customer.
5. From the above a newly designed combination W/R - D/R has been prepared (see appendix "Forms" for design). Copy distribution is as follows:
 - Copy 1, file until month end, then attach to Statement
 - Copy 2, to Salesman
 - Copy 3, to Inland customer
 - Copy 4, with Shipment
 - Copy 5, Delivery drivers copy
 - Copy 6, to receiver of shipment

For end result filing and distribution of D/R's refer to 5800 System flow charts #2 and #5.

WAREHOUSE INVENTORY LISTING
WORK FLOW CHART
PRESENT SYSTEM



PROPOSED 5800 SYSTEM



5800 Visible Record Mini Computer System Concept

iv Warehouse Inventory Listing Preparation

- (A) Operator Source Documents:
 - Continuous tab paper.
- (B) Magnetic Cards Used:
 - Customer Inventory Control
 - Customer Inventory Item

Procedure, refer to numbers on flow chart 5800 System #3

1. From customers inventory control card, customers (supplier) name, address and total inventory figure printed. The total inventory figure is used as a check against listing balance to insure all items have been listed. Date of listing is printed from program. Card is then automatically ejected to stacker for later re-filing.
2. From individual item cards, code if used, description and size, number of monthly transactions, previous balance, total monthly ins and outs, item balance on hand, items back ordered are printed. Total items available are calculated by program by comparing on hand and on order. After each card is read it is automatically stacked for later re-filing.
3. After all item cards have been entered, the next customer inventory control card is entered. This causes the previous listing to be closed off, totaled and form advanced to begin next listing.
4. No journal has been prepared as information would be a repeat of inventory listing information.

5. From the above the new designed inventory listing sheet has been prepared (see appendix "Forms" for format). Copy distribution is as follows:

- Copy 1, Inland file
- Copy 2, & 3, To customer
- Copy 4, attached to all D/R's and W/R's prepared during month then held until storage invoice prepared.

For end result filing and distribution of inventory listing refer to 5800 System flow charts #3 and #4 and #5.

INVENTORY STATUS AS OF (DATE) IN INLAND WAREHOUSE (CALGARY) LTD., CALGARY, ALBERTA

SUPPLIERS NAME,
ADDRESS,
CITY, PROVINCE,
POSTAL ZONE.

TOTAL INV.	PRODUCT	DESCRIPTION / SIZE	CODE	TRANS.	OPEN BAL.	IN-M.T.D.	OUT-M.T.D.	ON-HAND	B / O	AVAILABLE
1000	ANJOU DRY SHERRY	12/26		5	400	200	190	410	10	400
	APPLE MIST	12/26		2	50	500	80	470	.	470
	CHANTE ROUGE	12/26		7	690	0	570	120		120

List W/R's

List D/S's

TOTALS

14

1140

700

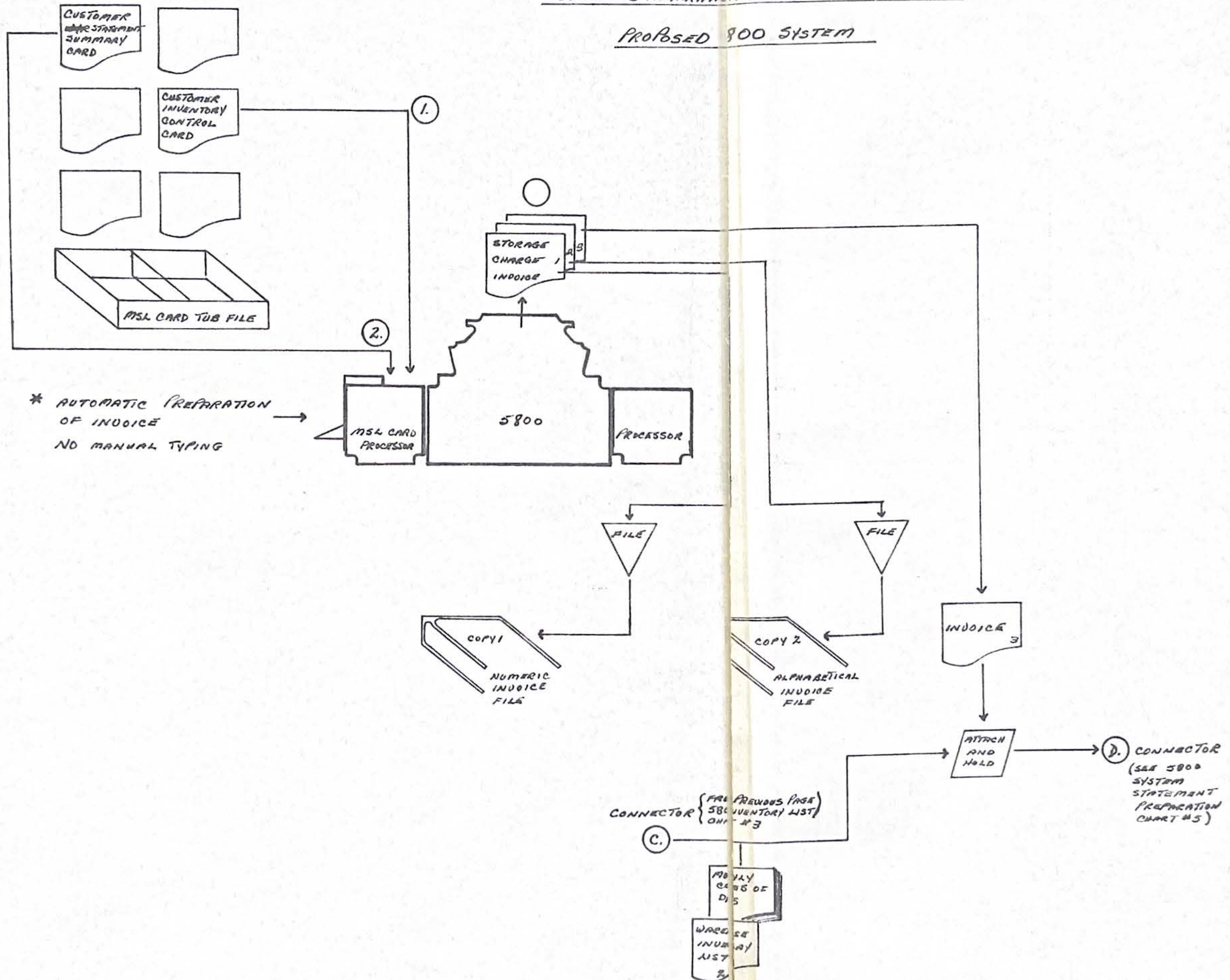
840

1000

check
figure

AUTOMATIC PREPARATION INVOICE FLOW CHART # 4

PROPOSED 800 SYSTEM



5800 Visible Record Mini Computer System Concept

v Storage Charges Invoice Preparation and Recording

- (A) Operator Source Documents:
 - Not required
- (B) Magnetic Cards Used:
 - Customer Inventory Control
 - Customer Statement Summary

Procedure - refer to numbers on flow chart 5800 System #4

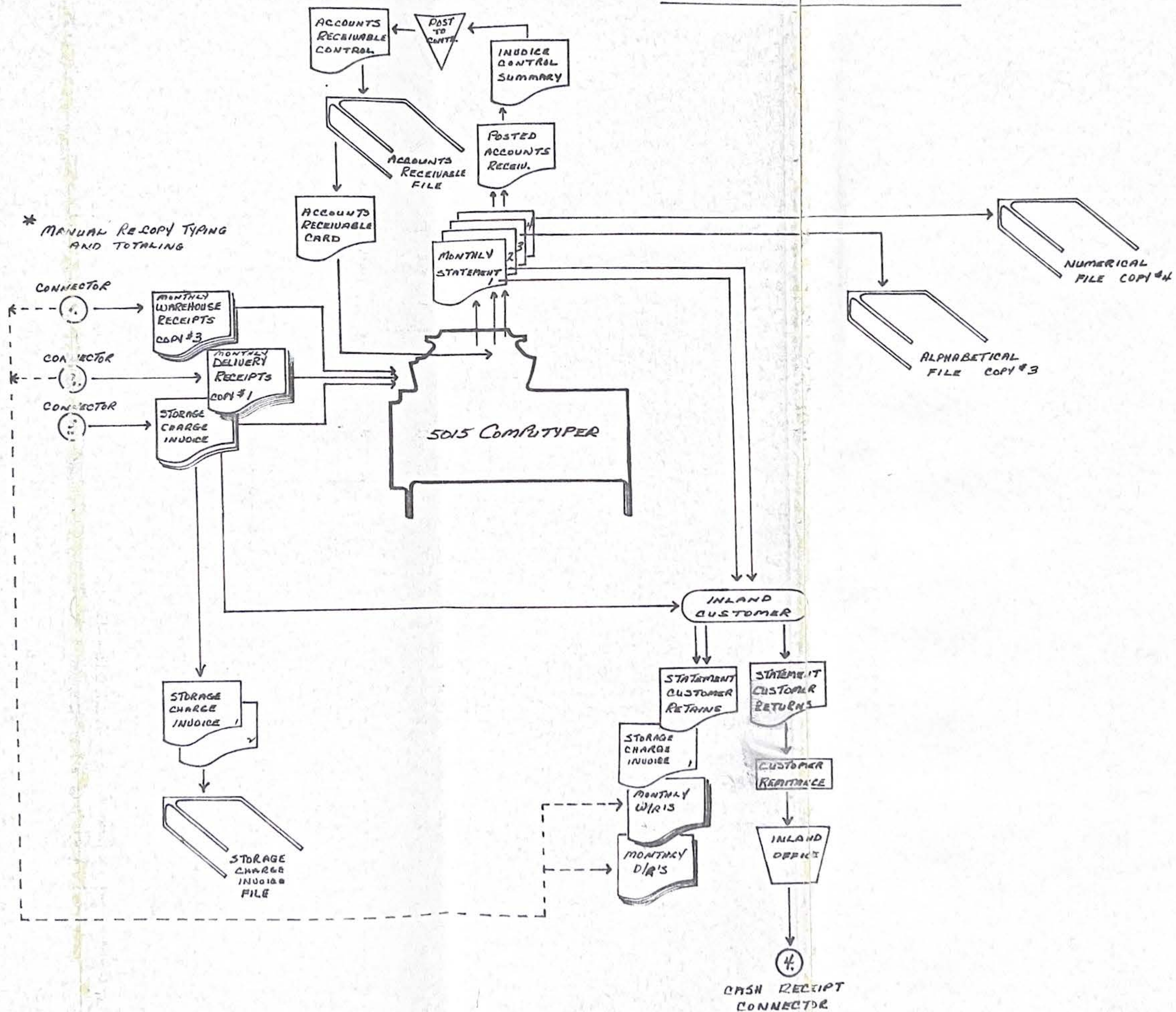
1. From customer inventory control card, customers name, address printed on invoice. Date, notice "storage in advance for (month, year)" and if applicable invoice number printed from program. Inventory categories (different types of inventory), storage rates, number of D/R's prepared and rate, from card stripe. Card is then cleared of all monthly invoice information and ejected to stacker for later filing. From program inventory quantities and rates are calculated, printed and totaled. The number of D/R's prepared and rate calculated and printed then the invoice totaled.
2. Customer "Statement Summary" card is then entered for the recording of invoice date, number and total storage amount for later automatic preparation of the customers statement. Card is then ejected to operator for filing either face forward or backward, depending if card stripe has been indicated as full or not.
3. No journal has been prepared as all information processed will be obtainable from copies of storage invoices on file.

4. From the above the storage charge invoice has been automatically prepared (see appendix "Forms" for recommendation to present form). Copy distribution is as follows:

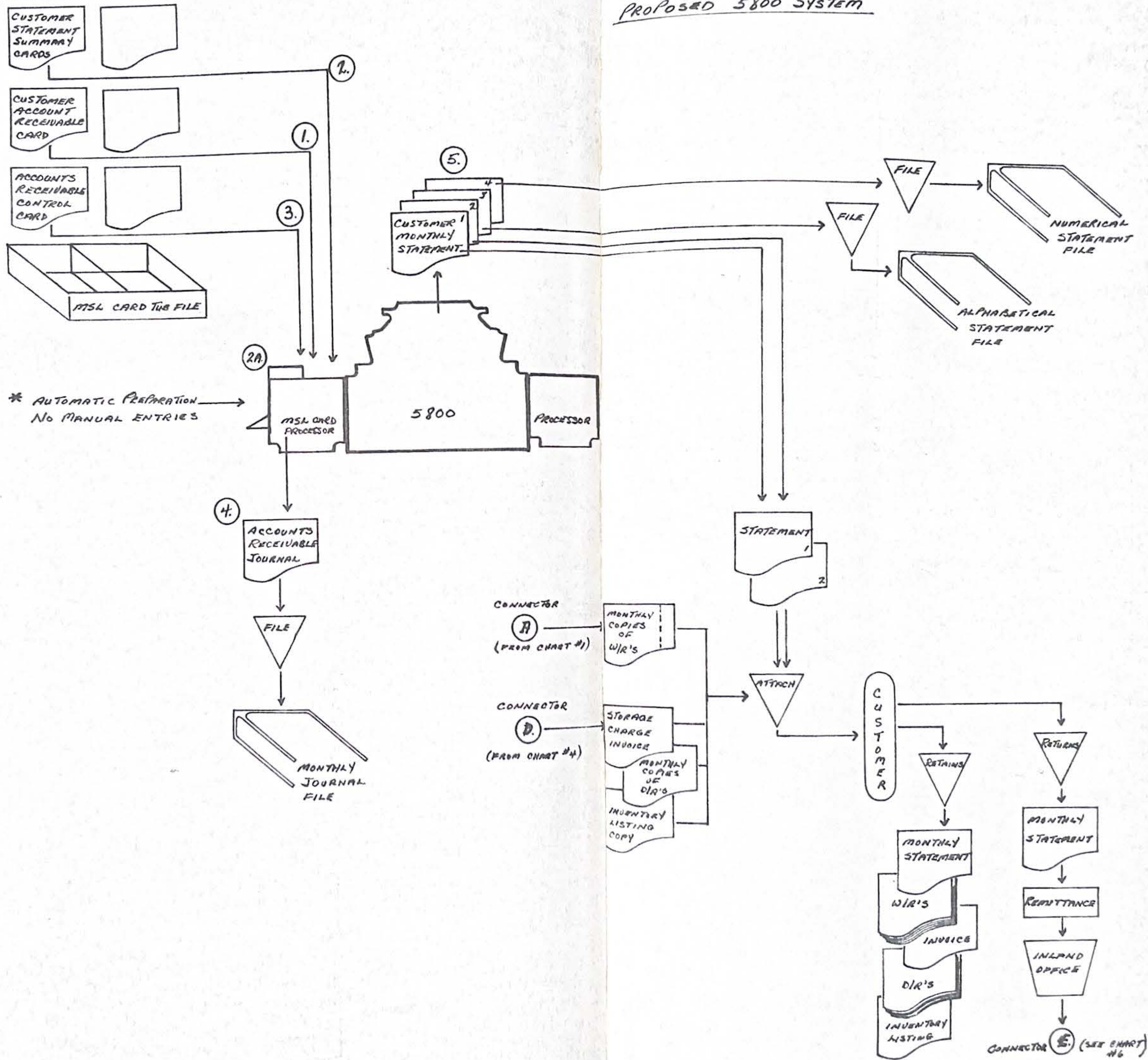
- Copy 1, numeric file
- Copy 2, alphabetical file
- Copy 3, attached to monthly copies of D/R's, W/R's and inventory listing, then held until statement preparation.

For end result filing and distribution of invoice refer to 5800 System flow charts #4 and #5.

STATEMENT PREPARATION WORK FLOW CHART



PROPOSED 5800 SYSTEM



5800 Visible Record Mini Computer System Concept

vi Customer Monthly Statement Preparation and Recording

(A) Operator Source Documents:

- Not required

(B) Magnetic Cards Used:

- Customer account receivable
- Customer statement summary
- Accounts receivable control

Procedure - refer to numbers on flow chart, 5800 System #5

1. From customer account receivable card, customers name, address printed on statement, card is then automatically parked awaiting completion of statement. From the program, statement number, date printed..
2. Statement summary cards pertaining to each receivable card are entered one after another, using all cards contained in file behind individual receivables card. From these cards W/R and D/R dates, form numbers, storage charges, handling charges, cartage charges and freight or advances are automatically printed on the statement. The W/R and D/R listing will be number order and date order as prepared during the month. The last entry will be the storage invoice date, number and total charged under storage. As each summary card has been run, it is automatically cleared of all monthly information, ready to accept next months transactions, then stacked for later filing face forward behind the customer receivable card. When all summary cards for a particular customer statement have been run, the system will stop and await a manual entry for credits to any category. If no credits are to be allowed, and the operator should know of these in advance to statement preparation, the plus (+) bar is pressed which by passes this function. After the above is performed, from program the statement is sub-totaled and totaled.

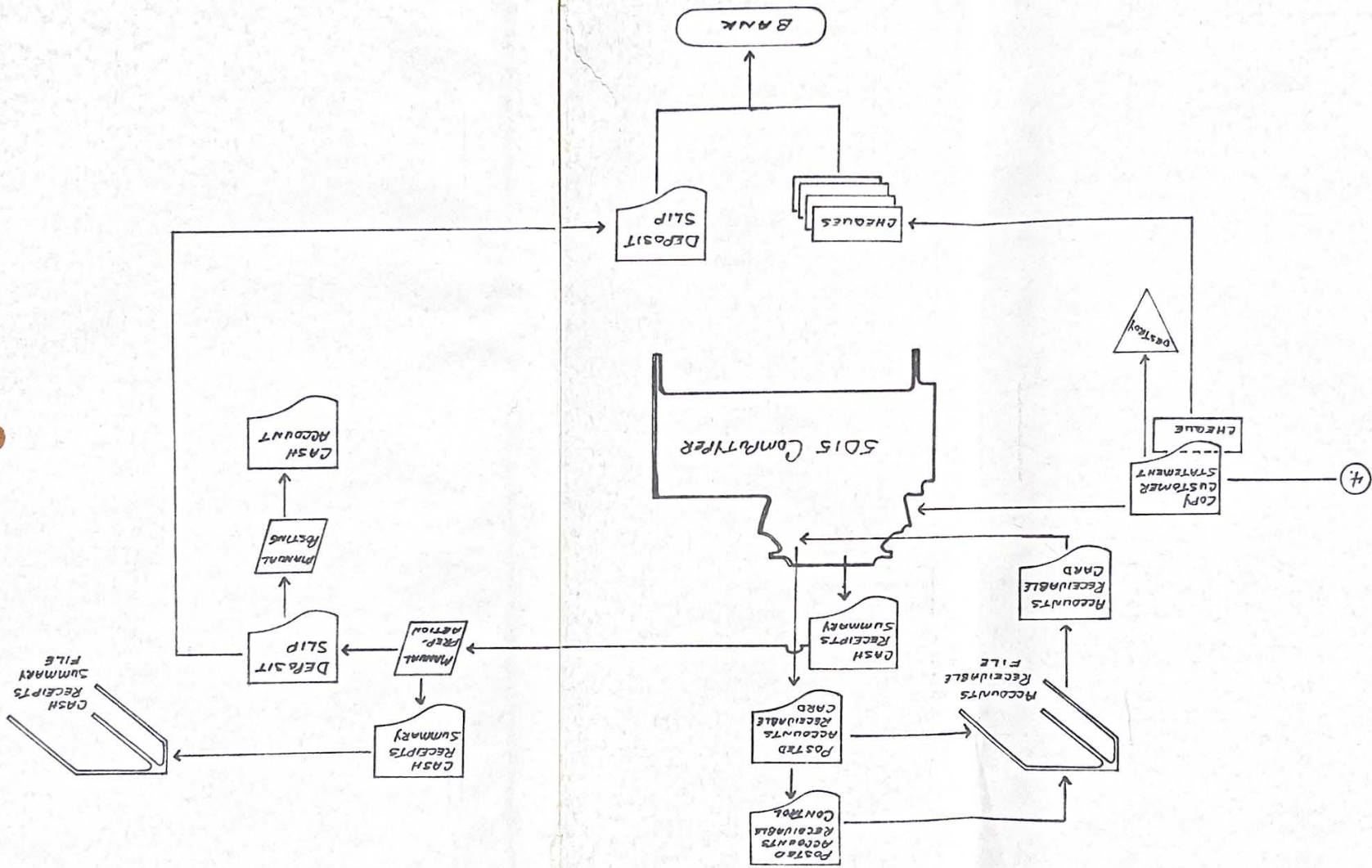
- 2A. When the statement has been completed the customer accounts receivable card is automatically returned from the park position for posting and stripe updating. Card is then automatically stacked for later filing.
3. After all customers statements have been prepared and all customer receivables cards have been posted, the Calgary accounts receivable control is entered and automatically printed and stripe up-dated. Card is returned to operator for re filing.
4. As a result of the above processing an automatic accounts receivable journal has been prepared (see "Forms" for design).
5. From the above the customer statement has been automatically prepared (see appendix "Forms" for recommendation to present form). Copy distribution is as follows:
 - Copy 1 & 2, attached to all W/R's and D/R's prepared during the month, also attached are copies of the storage charge invoice and inventory listing for a complete reference to the charges listing on the statement.
 - Copy 3, filed in the alphabetical file.
 - Copy 4, filed in the numerical file.

For end result filing and distribution of statements refer to 5800 System flow charts #5 and #6.

ACCOUNTS RECEIVABLE JOURNAL

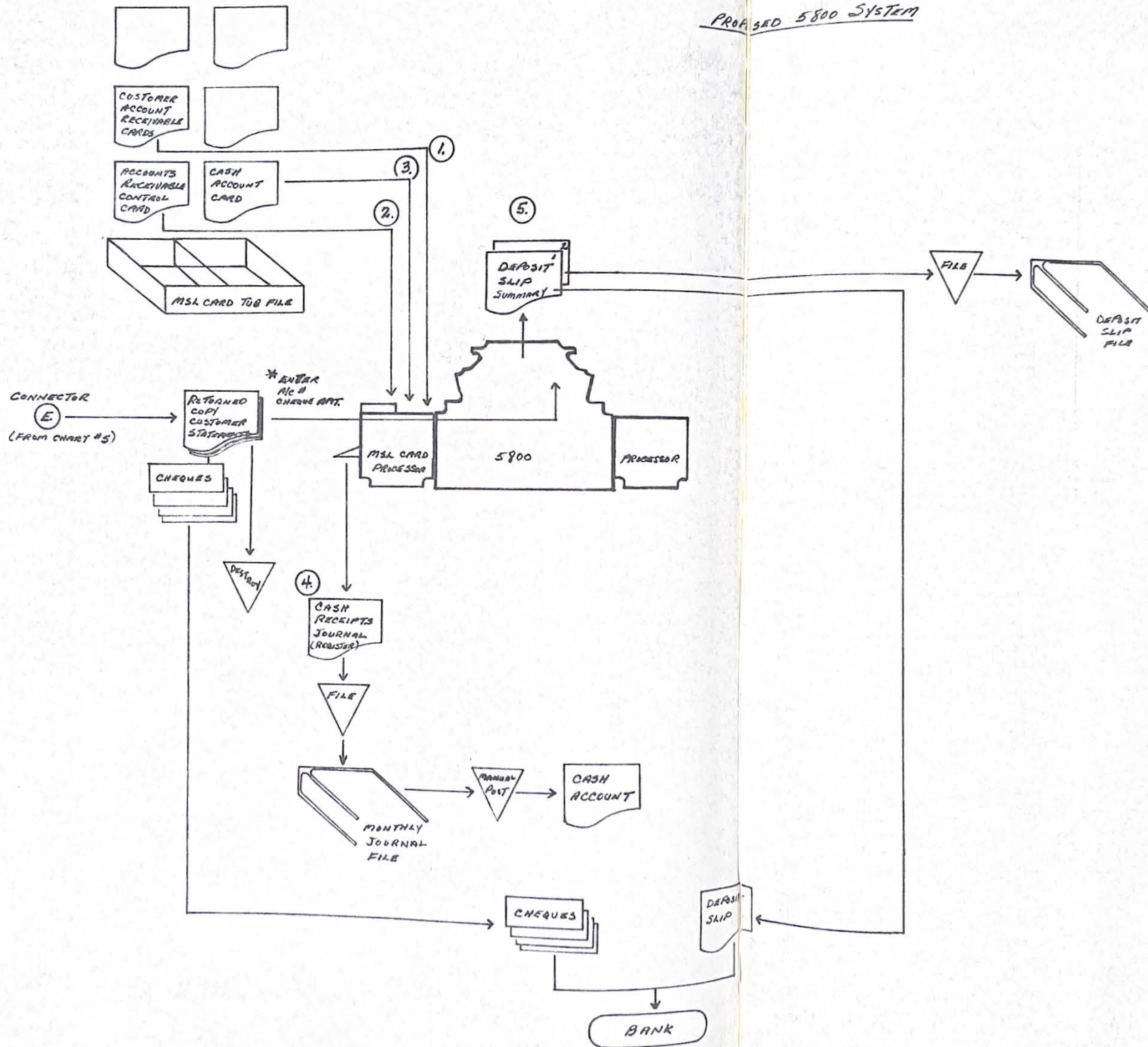
DATE	ACCOUNT NUMBER		REFERENCE	AMOUNT	STORAGE	WAREHOUSE #1		WAREHOUSE #2			
						HANDLING	CARTAGE	FREIGHT ADVANCES	STORAGE	HANDLING	CARTAGE ADVANCES
12/15/72	1234	ANDRES WINES (ALBERTA) LTD.	A/R	120.00	60.00	40.00	20.00				
12/15/72	3827	LANGLEY HARRIS	A/R	1100.00					800.00	200.00	90.00 10.00
TOTALS #1				120.00	60.00	40.00	20.00				
TOTALS #2				1100.00					800.00	200.00	90.00 10.00
GRAND TOTAL				1220.00							

CASH RECEIPT RECORDING AND BANK DEPOSIT FLOW CHART



CASH RECEIPT RECORDING, FLOW CHART #6

PROPOSED 5800 SYSTEM



5800 Visible Record Mini Computer System Concept

vii Cash Receipts Posting and Recording

(A) Operator Source Documents

- Returned copy of customer statements
- Customers cheques
- Deposit slip summary

(B) Magnetic Cards Used:

- Customers accounts receivable
- Accounts receivable control

Procedure - refer to numbers on flow chart, 5800 System #6

1. A two part deposit summary is placed in printer to be used as a guide for the operator in posting cash receipts and as a medium for data input, as well as a document from which a bank deposit slip can be prepared.
2. Operator enters account number on summary which verifies that correct receivable card is entered in processor. Operator then keys on summary a reference or cheque number and cheque amount.
3. Accounts receivable card is automatically posted, balanced and stripe up dated then ejected to stacker for later filing.
4. A cash journal is prepared showing date, customer name, account number, reference or cheque number, cheque amount and total cash received.
- 4A. The cash card is then entered to be debited and balanced, as an aid for posting cash account until entirely completed function during phase III.

DEPOSIT SLIP SUMMARY

DATE	ACCOUNT	CHEQUE REF.	AMOUNT	TOTAL CASH
12/31/72	1234	78321	120.00	
	3827	1276	1100.00	1220.00

SAMPLE OF A JOURNAL

THESE FIGURES WILL APPEAR ON
THE AIR JOURNAL BUT MAY APPEAR ON
CASH JOURNAL IF DESIRED

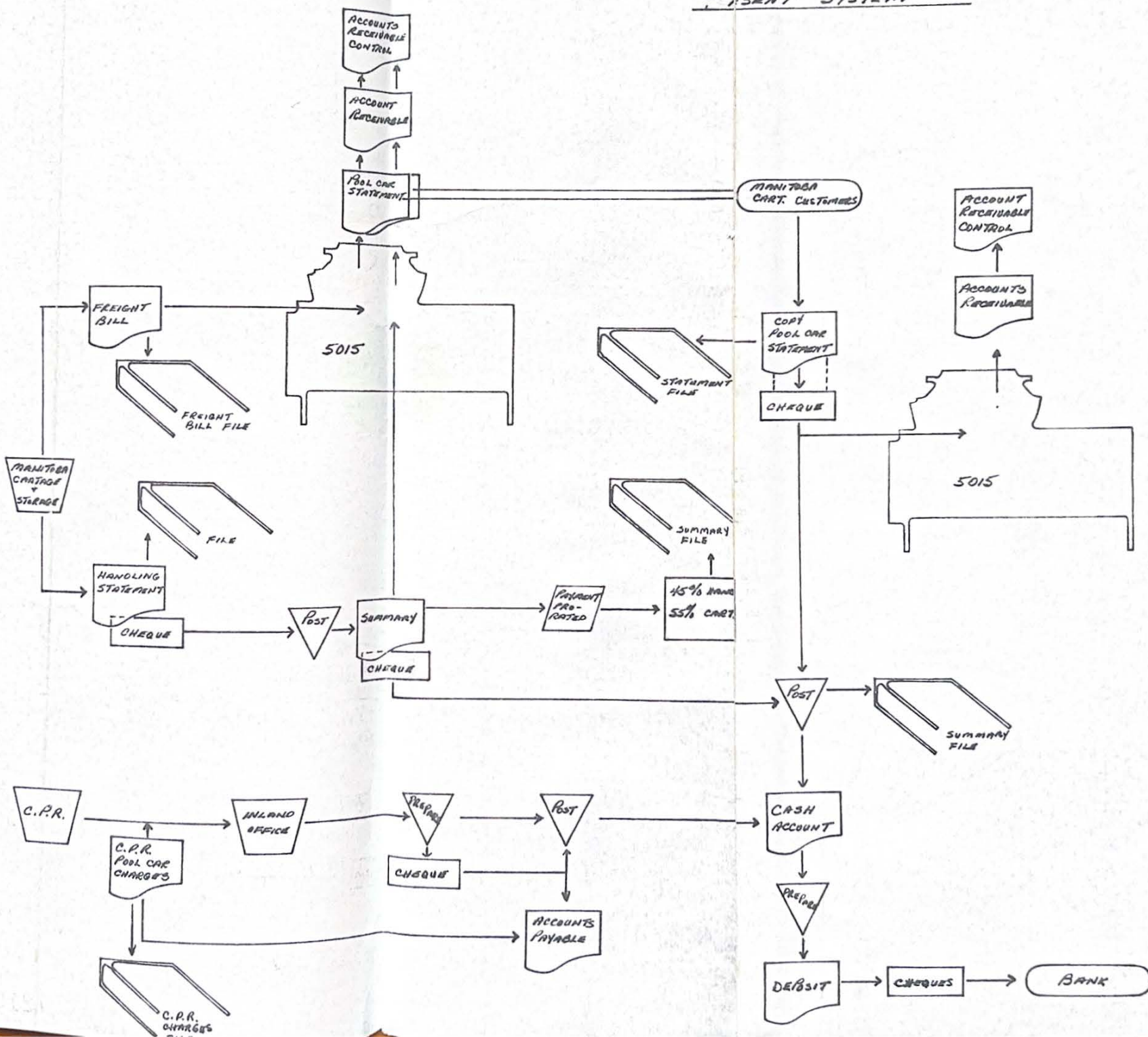
CASH JOURNAL

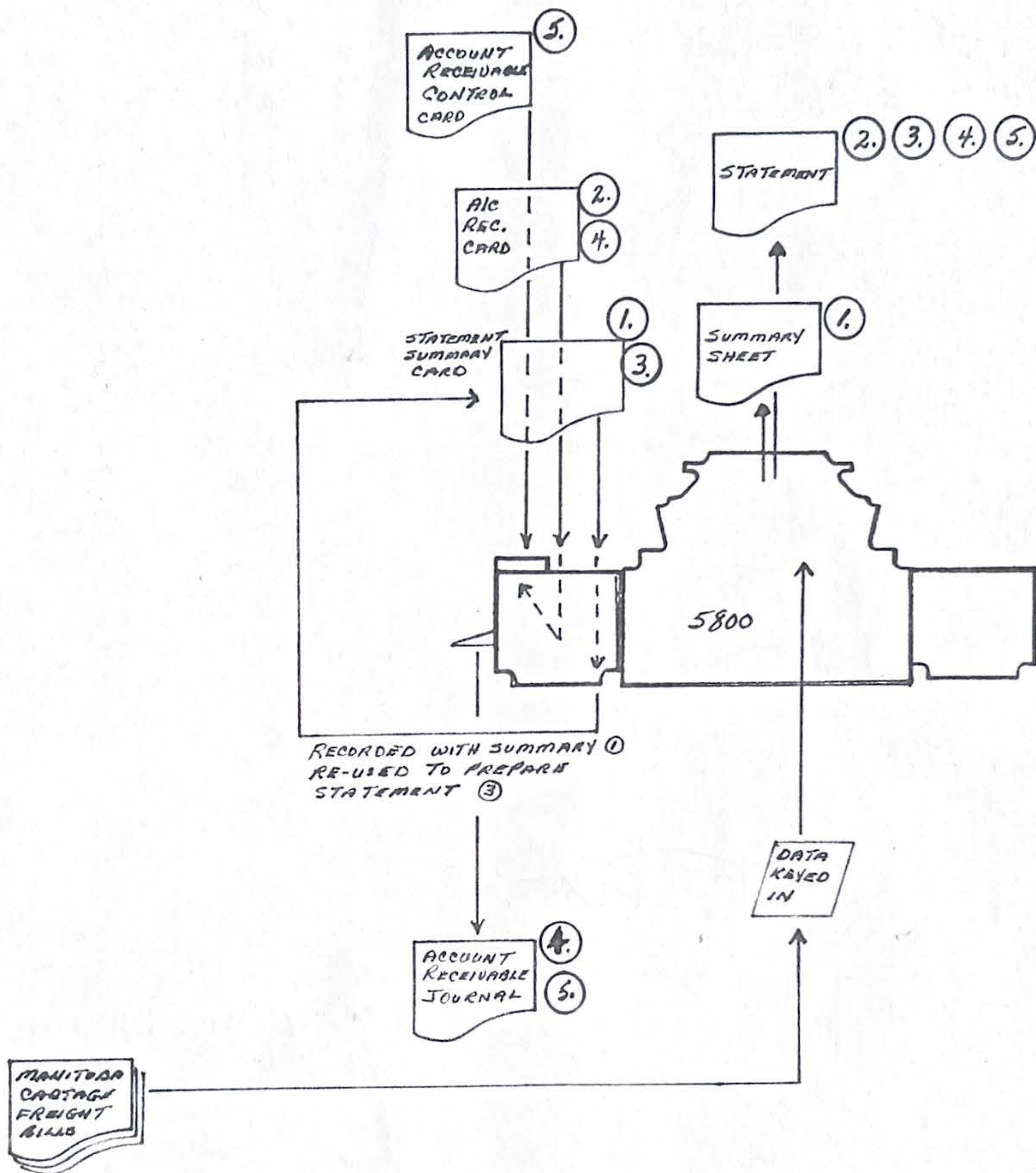
DATE	ACCOUNT NUMBER	NAME	REFERENCE	CASH AMOUNT	STORAGE AMOUNT	HANDLING AMOUNT	CARTAGE AMOUNT	FREIGHT OR ADVANCES
12/31/72	1234	ANDRES WINES (ALBERTA) LTD.	CR	120.00	60.00	40.00	20.00	
12/31/72	3827	LANGLEY HARRIS	CR	1100.00	800.00	200.00	90.00	10.00

TOTALS	1220.00	860.00	240.00	110.00	10.00
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PREPARATION OF CAR DOCUMENTS FLOW CHART

INSENT SYSTEM





5800 Visible Record Mini Computer System Concept

viii Pool Car Handling and Cartage Charge Recording

- Manitoba Cartage & Storage Contract Recording and Billing

(A) Operator Source Documents:

- Manitoba Cartage Freight Bills
- Summary sheet

(B) Magnetic Cards Used:

- Statement summaries
- Accounts receivables
- Account receivable control

Procedure - refer to back of this section for summary sample.

1. Statement summary card for particular Manitoba Cartage customer to be later billed is entered. These cards are used, recorded and filed in much the same manner as explained under "Card File Explanation" Section C. A summary sheet is placed in printer to record transactions and assist the operator while entering data, see attached form design. Card filed, after all freight bills for that customer have been recorded, directly behind the account receivable card.
2. After all freight bills for each customer have been recorded on summary sheet and statement summary cards, the summary sheet is removed. The Inland statement form is then placed in the printer. Using freight bills as a guide, customer accounts receivable cards are entered. From these cards, name and address is automatically printed on the statement. From program, date and statement number. Receivables card is then automatically parked awaiting completion of statement.

3. Statement summary card is then entered to automatically print date, reference and charges line by line on the statement. From program columns are totaled as well as statement total. Summary card will then be cleared of monthly information.
4. When all lines have been automatically posted the accounts receivable card returns from park position to be posted and stripe up dated. An accounts receivable journal will also have been prepared.
5. After all statements have been printed and all receivable cards posted, the receivable control card is entered to be posted and stripe up dated.

- Manitoba Cartage & Storage Contract Cash Receipts

(A) Operator Source Documents:

- Manitoba Cartage payment statements and cheques.
- Customer billing statements and cheques.
- Summary sheet.

(B) Magnetic Cards Used:

- Accounts receivable
- Accounts receivable control

Procedure - refer back of this section for summary sample.

Record Manitoba cartage payments to Inland first or Manitoba Cartage customer payments first, whichever is most convenient.

1. Summary sheet that was used in recording statement information is re-entered into the printer. Accounts receivable card is entered and operator key data from statements using summary sheet as a guide.
2. As each account has been fully recorded totals will be automatically posted to the accounts receivable card.
3. When all accounts have been posted, the receivable control card is entered to be posted and stripe up dated. A cash receipts journal will also be prepared for posting to the cash account (see "Forms" for journal format).

- Payments to C.P.R. on Pool Car Transactions

(A) Operator Source Documents:

- C.P.R. statement
- Summary sheet

(B) Magnetic cards used:

- C.P.R. payable card.

Procedure - refer back of this section for summary sample .

1. A transaction card, C.P.R. payables, is entered (see appendix "Cards" for design). The summary sheet used in the previous pool car recording is placed in the printer.
2. Operator keys data from C.P.R. statement using summary sheet as a guide. When data has been keyed, the summary sheet is removed and replaced with a cheque. The payable card will have been debit posted with the statement charge.
3. From the C.P.R. payable card, name, address and cheque amount is automatically printed. From program cheque is dated. Payable card is credit posted, balancing the card. This card serves as a record for the C.P.R. charges and the payments made.

POOL CAR SUMMARY SHEET

DATE	CAR NO.	I.W.C.	FILE P.C. NUMBER	TAV	FREIGHT CHARGE PER CAR	OLD BAL. PICK-UP	INLAND STATEMENT NUMBER	CUSTOMER CHEQUE AMOUNT	C.P.R. STATEMENT NUMBER	C.P.R. CLAIM	DIFFERENCE	MANITOBA STATEMENT OR CAR NO.	MANITOBA PAYMENT
11/12/72	355556	11-11	2277	3.64									
	XXXXXX	11-11	2277	5.64									
	XXXXXX	11-11	2277	15.50	24.79	24.79			XXXXX	24.79		2277	XXXX
11/12/72	XXXXXX	11-14	2292	22.77									
	XXXXXX	11-14	2292	8.92									
	XXXXXX	11-14	2292	4.72									
	XXXXXX	11-14	2292	1.62									
	XXXXXX	11-14	2292	1.62									
	XXXXXX	11-14	2292	1.66	39.69	39.69			XXXXX	39.69		2292	XXXX
	XXXXXX	11-16	2297	35.97	35.97	35.97			XXXXX	35.97		2297	XXXX
	XXXXXX	11-17	2318	21.45									
	XXXXXX	11-17	2318	1.56	23.01				XXXXX	23.01		2318	XXXX
11/16/72				TOTAL	123.46		XXXXX	123.46					

① FORM COLUMNS USED FOR MANITOBA FREIGHT BILL RECORDING AND STATEMENTS TO MANITOBA CUSTOMERS FOR FREIGHT CHARGES.

② FORM COLUMNS USED FOR RECORDING PAYMENTS OF FREIGHT CHARGE BILLING STATEMENT

③ FORM COLUMNS USED FOR RECORDING AMOUNT PAID TO C.P.R. FOR FREIGHT CHARGES

④ FORM COLUMNS USED FOR RECORDING MANITOBA PAYMENTS TO INLAND

TOTAL A/R 123.46 TOTAL REC. 123.46 T. CLAIMS 123.46 TOTAL PAYMENTS XXXX

5800 Visible Record Mini Computer System Concept

ixx/ Inland Pool Car Handling and Cartage Charge Recording to Their Customers

(A) Operator Source Documents:

- Inland debit memo slip

(B) Magnetic Cards Used:

- Customer accounts receivable card.
- Statement summary card.
- Account receivable control.

Procedure

1. Invoice entered into printer and account receivable card into processor. From the card, name, address printed on invoice. Card is then ejected to stacker for later filing.
2. Statement summary card entered into processor. Operator then keys description and charges on invoice from the debit memo. Program dates invoice and prints invoice number and upon completion of invoice(s) typing, automatically prints invoice total.
3. All invoice information required to automatically prepare statement has been recorded on the summary card. Card ejected for refiling behind receivable card.
4. After all invoices have been prepared for the period, statements are placed into the printer. Accounts receivable cards entered into processor. From receivable card, name, address printed, card is then automatically parked for later posting. From program invoice date and number printed.

5. Statement summary card(s) are entered into the processor for automatic preparation of the statement. Program totals all columns and invoice, at which time the summary card is cleared of weekly information and ejected to operator for filing. Accounts receivable card is returned from park to be posted and stripe up dated. Receivable card is automatically staked for later refiling.
6. After all statements and receivable cards have been completed the receivable control is entered for posting and stripe updating. Card ejected to stacker for filing. An accounts receivable journal will also have been automatically prepared.
7. Stock overages that occur are handled as a regular W/R entry and under that procedure. As well as D/R's and storage charges. A statement prepared at month end to company involved; see detail procedures, sections ii to vii, starting on page 9.

- Inland Pool Car Handling and Cartage Charges, Cash Receipt Recording

(A) Operator Source Documents:

- Customer billing statements and cheques
- Deposit summary sheet

(B) Magnetic Cards Used:

- Accounts receivable
- Accounts receivable control

Procedure

1. Deposit summary sheet entered in printer, accounts receivable card in processor. Operator from copy of returned statements and cheque, keys in cheque number, date, statement number and amount. Receivable card is posted and stripe up dated. Card ejected to stacker for filing later. A cash journal or register has also been automatically prepared for posting to cash account.
2. After all accounts have been posted the accounts receivable control card is entered for posting and stripe updating.
3. Receipt of payments posted to cash account.

5800 Visible Record Mini Computer System Concept

x Western Assembly C.O.D. Collection and Forwarding

(A) Operator Source Documents:

- Freight bills
- Summary sheet

(B) Magnetic Cards Used:

- C.O.D. clearing

Procedure - refer to back of this section for summary sheet sample.

1. Once each week a C.O.D. summary sheet is entered in the printer, used as a guide to the operator and as a medium for data input to the system. A C.O.D. clearing card is entered into the processor and operator keys data from freight bills pertaining to companies to be collected from. After all C.O.D.'s from freight bills have been recorded on the summary, the clearing card is posted and the stripe updated, it is then ejected to operator for filing.

The summary sheet will show all companies involved, date and amount of C.O.D. to be collected. The C.O.D. clearing card will show total C.O.D. charges to be collected and outstanding balance, if so applicable.

2. When C.O.D. amounts are collected and accumulated for a one week period they are posted to the summary sheet and the C.O.D. clearing card. The clearing card is credited with amounts collected, the summary showing from which company. A cheque is then automatically prepared for the total amount collected and then forwarded to Western Assembly, along with a copy of the summary sheet which would journalize the individual collections.

3. Upon receipt of Western Assembly's periodic cheque to Inland for handling and cartage, and the adding machine tape itemizing the total payment, bill numbers will be manually entered against the individual amounts.

A statement is placed into the printing carriage and the Western Assembly receivable card into the processor. From the adding machine tape the operator keys in each bill number and amount. From the receivable card customer name is printed, from program, date, statement number and an automatic calculation on the amount for posting 45% to handling and 55% to cartage. On completion of posting all amounts to the statement, it is automatically totaled, the receivables card posted with debits, balanced and stripe updated. A receivable journal entry will be prepared showing receivable information.

4. The cheque or stub is then recorded through the cash receipts program, as described in Section vii, receivable card credited, balanced and stripe updated. A cash journal will show details of cash and distribution, refer to sample of cash journal for details.

WESTERN ASSEMBLY C.O.D. SUMMARY

* BILLING			
DATE	COMPANY	BILL #	C.O.D. AMT.
11/01/72	ABC COMPANY LTD.	1357	158.52
11/02/72	ABC COMPANY LTD.	1358	206.23

* COLLECTION			
BAL.	DATE	C.O.D. AMT.	BAL.
	* 11/10/72	158.52	*
364.75	* 11/11/72	206.23	364.75 *

* FORWARDING *

AMOUNT

364.75

FORM COLUMNS USED FOR RECORDING WESTERN ASSEMBLY
FREIGHT BILLS AND POSTING TO C.O.D.
CLEARING ACCOUNT CARD.

COLUMNS USED FOR
RECORDING COLLECTIONS OF
C.O.D. AMOUNTS AND POSTING
TO C.O.D. CLEARING
ACCOUNT CARD.

COLUMN USED FOR
AMOUNT FORWARDED
TO WESTERN ASSEMBLY

TOTAL

364.75

364.75

364.75

5800 Visible Record Mini Computer System Concept

xi Airline Cartage Ltd. Statement Preparation

(A) Operator Source Documents:

- Airline Waybills

(B) Magnetic Cards Used:

- Customer accounts receivable

Procedure

1. A statement is entered in the printer and the customer account receivable card into the processor. From the card customer name, address printed, date and statement number from program. The operator keys in Waybill number and amount of cartage for each bill. As each customers statement is completed it is totaled and receivables card posted and stripe updated. An accounts receivable journal is prepared.
2. Customer payments will be recorded under the cash receipts program, as explained in Section vii, receivables card posted and stripe updated. The cash journal will show details of cash and distribution, refer to sample of cash journal for details.

5800 Visible Record Mini Computer System Concept

xii Edmonton Receivables and Statement Preparation

(A) Operator Source Documents:

- Edmonton prepared W/R's and summaries
- Edmonton prepared D/R's and summaries
- Edmonton prepared Storage Charge Invoice

(B) Magnetic Cards Used:

- Edmonton customer account receivable
- Account receivable control card

Procedure

1. Inland statement placed in printer, Edmonton customer account receivable card in processor. From W/R's, D/R's and Summaries and storage invoice, which were prepared in Edmonton, operator keys dates, W/R, D/R numbers or invoice number, storage amount, handling amount, cartage amount, freight or advances amount. Upon completion of keying for a particular customer the statement is automatically totaled, accounts receivable posted and an accounts receivable journal prepared.
2. After all statements have been completed an Edmonton accounts receivable control card is entered into the processor for posting and stripe updating.
3. All copies of W/R's, D/R's, storage invoices pertaining to individual customers statements are attached, to support summarized entrees and totals, then mailed to customer.

* Edmonton Receivables and Statement Preparation Alternative
Semi-Automated Method

In order to introduce a degree of Calgary automation to the preparation of statements and receivables posting from Edmonton, the following is recommended for consideration.

As Edmonton now summarizes some W/R and D/R's for a summary posting to statements by Calgary, the use in Edmonton of a paper punch adding machine would automate Calgary's work in preparing Edmonton's statements.

By using the paper punch adding machine model AP6, Edmonton could summarize W/R and D/R's by entering the date, account number, form number and storage, handling, cartage amounts. On a two part adding machine tape would be a visible listing of each W/R or D/R followed by amounts. While the operator is keying the above, just the same as on regular adding machine, the same information is being punched on a paper tape.

Each week copies of W/R's, D/R's, adding machine tapes, punched paper tapes are forwarded to Calgary.

Calgary's 5800 Mini Computer operator places a continuous statement in printer, Edmonton punch paper tape in reader, accounts receivable card in processor. From the adding machine tape the operator determines what account each statement is to be prepared for and what account receivable to be posted.

b The 5800 Mini Computer by reading the Edmonton punched paper tape, automatically prepares the customer statement, posts the receivable and prepares a receivable journal. The Calgary operator "does not" have to manually type Edmonton's statements, by this automated procedure, greatly reducing the hours spent processing Edmonton recordings each month.

5800 Visible Record Mini Computer System Concept

xiii Accounts Receivable Aging

(A) Operator Source Documents:

- Continuous tab paper

(B) Magnetic Cards Used:

- Customer Accounts Receivable Control
- Customer Accounts Receivable

Procedure - refer to back of this section for sample print out.

1. Each accounts receivable card is entered into the processor one after another. Card stripe is read, automatically ages balance categories and prints aging report. Information on the report shows customer name, number, amount 30 days, amount 60 days, amount 90 days and amount over 120 days and total outstanding balance.
2. After all receivable cards have been aged and report printed, the accounts receivable control card is entered, which closes off the report showing totals for each category and a grand total for all receivables.

MONTHLY AGED TRIAL BALANCE

DATE:

CUSTOMER NAME	30 DAYS	60 DAYS	90 DAYS	120 DAYS & OVER	BALANCE
ACME BOTTLE COMPANY	XXXXX	XXXXX	XXXXXX	XXXXXX	XXXXX
X'MAS GIFTS UNLIMITED	XXXXX	XXXXX	XXXXXXX	XXXXXX	XXXXX

TOTALS	XXXXXXX	XXXXX	XXXXXXX	XXXXXXX	XXXXX
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Sections xiv - xv

Phase II Installation of Programs

(A) Payroll

(B) Payables

5800 Visible Record Mini Computer System Concept

xiv Payroll

The automatic payroll concept on the 5800 system is extremely simple yet highly productive and accurate. With the use of continuous form cheques, the entire operation can be accomplished in a matter of minutes, requiring no operator involvement at all, if an automatic card hopper is utilized (see back of this section for payroll samples).

1. Each employee would have on file an MSL earnings record card. On the stripe of this visible record would be stored all information pertaining to payroll including:
 - (1) employee name
 - (2) address
 - (3) employee number
 - (4) social insurance number
 - (5) first day worked
 - (6) regular pay
 - (7) provision for overtime pay
 - (8) gross earnings year to date
 - (9) income tax deducted year to date
 - (10) U.I.C. premium rate
 - (11) U.I.C. insurable earnings, current and year to date
 - (12) U.I.C. premiums with-held year to date
 - (13) year to date earnings subject to C.P.P.
 - (14) C.P.P. with-held year to date
 - (15) company pension, current and year to date
 - (16) taxable allowances and benefits
 - (17) commissions paid year to date
 - (18) assessable payroll (Workman's Compensation) year to date
 - (19) number of insured U.I.C. weeks worked
 - (20) accumulated holiday pay to date

Any or all of the information stored on the MSL stripe can be printed on the cheque stub if desired.

2. When payroll run is required, the operator simply enters each employee earnings card into the MSL unit and the cheque with the attached record stub is automatically produced in the central workstation, using as it's input media the information stored on the magnetic stripe. If an automatic ledger card hopper is utilized, the operator need not even be in attendance to enter the cards since they would be fed automatically into the unit.
3. As each cheque is produced in the central workstation, the employee record card is simultaneously completely updated while a payroll journal is being simultaneously produced.
4. Data contained on the payroll journal would include:
 - (1) total taxxwith-held
 - (2) total C.P.P. contribution with-held
 - (3) total U.I.C. premiums with-held
 - (4) total remittance due (employer and employee portion)
 - (5) itemized salary breakdown per line (date, employee number, cheque number, gross pay, deductions, net pay)
 - (6) total salaries paid all employees current and year to date
 - (7) total deductions current and year to date
 - (8) total net pay current and year to date
5. At year end, all employee T4 slips are automatically prepared simply by introducing each employee card one after the other into the MSL unit. Required information is automatically read from the stripe and printed on continuous form T4 slips. In addition, data for preparation of U.I.C. separation certification will be stored on the stripe.

The payroll journal has been designed as an audit trail as well as a hard copy of accumulated totals for the preparation of such reports as:

- (1) PD 7AR (Unemployment Insurance Remittance Return)

- (2) A 300-71 (Employers Payroll Return - Workman's Compensation)
- (3) Company Pension Report
- (4) Salary Continuance Report

6. Payroll accounting may either be done semi-monthly, taking full deductions each pay period, or utilizing an advance method of payroll, taking full deductions only once per month.
7. Payroll as described above may be utilized even if a cash payment method is employed. Only a voucher stub would be printed showing any or all information as listed under item 1. Program calculation would print out automatically the number of twenties, tens, fives, ones and silver to be withdrawn for payroll payment.

However, we are certain you are aware, that a great deal of security risk is involved with a cash payroll, not to mention the additional duties such as counting. Should this be your wish it can be accomplished on the 5800. An alternative, may be to deposit each employees wages into a bank or trust company account, upon which they may write cheques against or withdraw cash.

SINGER

BUSINESS MACHINES

PAYROLL DEMONSTRATION

53780

PAY
TO THE
ORDER OF

JOHN D. SMITH

CHEQUE NUMBER

43682

DATE

01-12-72

CHEQUE AMOUNT

***201.90

THE
SUM OF

*****201*DOLLARS AND 90 CENTS

PER NOT NEGOTIABLE

PER NON NEGOCIABLE

DEMONSTRATION FORM PRINTED BY

PAY PERIOD 01-12-72

EMPLOYEE NO. 1436

VACATION PERIOD

HOURS				BASE	OVERTIME	OTHER	ALLOWANCES	GROSS
REGULAR	O/T 1	O/T 2	O/T 3					
				269.23	.00	.00	.00	269.23
DED. 1	DED. 2	DED. 3	DED. 4	MISC. DED.	DED. 5	DED. 6	DED. 7	MISC. DED.
.50	2.50	1.25	3.75	.00	.00	.00	1.25	
GOV. PEN.	U. I. C.	FED. TAX	PROV. TAX	COMP. PEN.	MEDICARE			NET PAY
4.43	2.42	51.23	.00	.80	.00			201.90
GROSS TO DATE	FEDERAL TAX	PROV. TAX	GOV. PENSION	COMP. PENSION	MEDICARE			U. I. C.

SOURCE DATA CONTROL LIMITED, REXDALE, ONTARIO

SINGER

BUSINESS MACHINES

PAYROLL DEMONSTRATION

53781

PAY
TO THE
ORDER OF

JOHN D. SMITH

CHEQUE NUMBER

43682

DATE

01-12-72

CHEQUE AMOUNT

***201.90

THE
SUM OF

*****201*DOLLARS AND 90 CENTS

PER NOT NEGOTIABLE

PER NON NEGOCIABLE

DEMONSTRATION FORM PRINTED BY

PAY PERIOD 01-12-72

EMPLOYEE NO. 1436

VACATION PERIOD

HOURS				BASE	OVERTIME	OTHER	ALLOWANCES	GROSS
REGULAR	O/T 1	O/T 2	O/T 3					
				269.23	.00	.00	.00	269.23
DED. 1	DED. 2	DED. 3	DED. 4	MISC. DED.	DED. 5	DED. 6	DED. 7	MISC. DED.
.50	2.50	1.25	3.75	.00	.00	.00	1.25	
GOV. PEN.	U. I. C.	FED. TAX	PROV. TAX	COMP. PEN.	MEDICARE			NET PAY
4.43	2.42	51.23	.00	.80	.00			201.90
GROSS TO DATE	FEDERAL TAX	PROV. TAX	GOV. PENSION	COMP. PENSION	MEDICARE			U. I. C.
1346.15	256.15	.00	22.15	9.00	.00			12.10

SOURCE DATA CONTROL LIMITED, REXDALE, ONTARIO

SINGER

BUSINESS MACHINES

PAYROLL DEMONSTRATION

53782

PAY
TO THE
ORDER OF

JOHN D. SMITH
JOHN D. SMITH

CHEQUE NUMBER

43706
43706

DATE

15-12-72
15-12-72

CHEQUE AMOUNT

***211.90
***211.90

THE
SUM OF

****211*DOLLARS AND 90 CENTS
****211*DOLLARS AND 90 CENTS

VOID

PER NOT NEGOTIABLE

PER NON NEGOCIABLE

VOID

PAY PERIOD 15-12-72
15-12-72

EMPLOYEE NO. 1436
1436

VACATION PER

HOURS				BASE	OVERTIME	OTHER	ALLOWANCES	GROSS
REGULAR	O/T 1	O/T 2	O/T 3					
				269.23	.00	.00	10.00	279.23
DED. 1	DED. 2	DED. 3	DED. 4	MISC. DED.	DED. 5	DED. 6	DED. 7	MISC. DED.
.50	2.50	1.25	3.75	.00	.00	.00	1.25	
GOV. PEN.	U. I. C.	FED. TAX	PROV. TAX	COMP. PEN.	MEDICARE			NET PAY
4.43	2.42	51.23	.00	1.80	.00			211.90
GROSS TO DATE	FEDERAL TAX	PROV. TAX	GOV. PENSION	COMP. PENSION	MEDICARE			U. I. C.
1615.38	307.38	.00	26.58	10.80	.00			14.52
1346.15	256.15	.00	22.15	9.00	.00			12.10

DEMONSTRATION FORM PRINTED BY SOURCE DATA CONTROL LIMITED, REXDALE, ONTARIO

EMPLOYEE

JOHN D. SMITH

PAY DATE	CHEQUE NO.	GROSS PAY	FED. TAX	C. P. P.	U. I. C.	BOND	MISC. DED	NET PAY
1-12-72	124860	180.00	31.77	3.24	1.35	5.00	5.85	132.79
1-12-72	124860	237.38	41.90	4.27	1.35	5.00	5.85	179.01
15-12-72	547210	180.00	31.77	3.24	1.35	5.00	5.85	132.79
15-12-72	547210	237.38	41.90	4.27	1.35	5.00	5.85	179.01

DEPARTMENT OF NATIONAL REVENUE, TAXATION
STATEMENT OF REMUNERATION PAID

1

• For District Taxation Office

EMPLOYEE: SURNAME FIRST, AND FULL ADDRESS
EMPLOYÉ: NOM DE FAMILLE D'ABORD, ET ADRESSE COMPLÈTE



T4-1972

Supplementary — Supplémentaire

MINISTÈRE DU REVENU NATIONAL, IMPÔT
ÉTAT DE LA RÉMUNÉRATION PAYÉE

• Pour le bureau de district d'impôt

(A) PROVINCE OF EMPLOYMENT PROVINCE D'EMPLOI	(B) SOCIAL INSURANCE NUMBER NO D'ASSURANCE SOCIALE	(K) EMPLOYEE NO. NO DE L'EMPLOYÉ
NAME AND ADDRESS OF EMPLOYER — NOM ET ADRESSE DE L'EMPLOYEUR		

(C) TOTAL EARNINGS BEFORE DEDUCTIONS GAINS TOTALS AVANT DÉDUCTIONS	(D) EMPLOYEE'S PENSION CONTRIBUTION CANADA PLAN DU CANADA COTISATION DE PENSION (EMPLOYÉ)	(E) UI PREMIUM COTISATION D.A.C.	(F) REGISTERED PENSION FUND CONTRIBUTION CONTRIBUTIONS CAISSE ENREGISTRÉE DE PENSION	(G) INCOME TAX DEDUCTED IMPÔT SUR LE REVENU DÉDUIT	(H) UI INSURABLE EARNINGS GAINS ASSURABLES A.C.	(I) UI PREM RATE Taux de COTIS. D.A.C.	(J) L.R.P. CONTRIBUTORY EARNINGS * GAINS COTISABLES POUR R.R.C. *
(L) TAXABLE ALLOWANCES AND BENEFITS ALLOCATIONS ET RÉSTI- TIONS IMPOSABLES		(M) COMMISSIONS COMMISSIONS					

If different from Box (C)
S'ils sont différents de la Case (C)



DEPARTMENT OF NATIONAL REVENUE, TAXATION — MINISTÈRE DU REVENU NATIONAL, IMPÔT
TAX DEDUCTION — CANADA PENSION PLAN — UNEMPLOYMENT INSURANCE REMITTANCE RETURN
DÉCLARATION DE VERSEMENTS CONCERNANT LES DÉDUCTIONS AU TITRE DE L'IMPÔT,
DU RÉGIME DE PENSIONS DU CANADA ET DE L'ASSURANCE-CHÔMAGE

EMPLOYER NO.
No DE L'EMPLOYEUR

DATE
YEAR
ANNÉE

PAYMENT
PAIEMENT \$

TOTAL TO DATE
TOTAL À CE JOUR \$

CURRENT REMITTANCE
VERSEMENT COURANT \$

H

IMPORTANT — SEE REVERSE
PD7A (REV. 72)

E. B. ARMSTRONG
DEPUTY MINISTER OF NATIONAL REVENUE FOR TAXATION
SOUS-MINISTRE DU REVENU NATIONAL POUR L'IMPÔT

IMPORTANT — VOIR AU VERSO

PD7AR REV. 72



DEPARTMENT OF NATIONAL REVENUE, TAXATION
MINISTÈRE DU REVENU NATIONAL, IMPÔT
REMITTANCE FORM - FORMULE DE VERSEMENT

EMPLOYER NO. - No DE L'EMPLOYEUR

TOTAL REMITTANCE - VERSEMENT TOTAL

\$ _____
FOR MONTH OF - POUR LE MOIS DE

19__

NAME, ADDRESS AND OWNERSHIP CHANGES
CHANGEMENTS DE NOM, D'ADRESSE ET DE PROPRIÉTAIRE
PLEASE ENTER DETAILS OF ANY CHANGES NOT REPORTED PREVIOUSLY.
PRIÈRE D'INDIQUER LE DÉTAIL DES CHANGEMENTS NON SIGNALÉS ANTÉRIEUREMENT

NEW NAME
NOUVEAU NOM

NEW ADDRESS
NOUVELLE ADRESSE

HAS OWNERSHIP OF THE BUSINESS CHANGED?
L'ENTREPRISE A-T-ELLE CHANGÉ DE PROPRIÉTAIRE?

☐ YES
OUI

☐ NO
NON

DISTRIBUTION OF REMITTANCE (INCL. EMPLOYER C.P.P. & U.I. SHARES) RÉPARTITION DU VERSEMENT (Y COMPRIS PARTS PATRONALES DU RPC ET DE L'A.-C.)					
TAX DEDUCTIONS DÉDUCTIONS D'IMPÔT		C.P.P. CONTRIBUTIONS COTISATIONS AU RPC		U.I. PREMIUMS COTISATIONS D'A.-C.	
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
SIGNAL SIGNAL	LP CODE CODE P.P.T.	NO. OF PAYTS NBRE VERS.		MONTH MOIS	YEAR ANNÉE
☐	1	☐	☐	☐	☐
31	32	33	34	35	37

UNEMPLOYMENT INSURANCE COMMISSION

SEPARATION CERTIFICATE



COMMISSION D'ASSURANCE-CHÔMAGE

CERTIFICAT DE CESSATION D'EMPLOI

1. Employee's Full Name (Enter Surname First) <i>Nom de l'employé (nom de famille en premier)</i>			2. Employee's Social Ins. No. <i>N^o d'assurance sociale de l'employé</i>		
3. First Day Worked <i>Premier jour de travail</i> Day Month Year <i>Jour Mois Année</i>		4. Last Day Worked <i>Dernier jour de travail</i> Day Month Year <i>Jour Mois Année</i>		9. If employee is to be recalled, enter the expected date on which he will return to your employ. <i>9. Si vous comptez rappeler l'employé, inscrivez la date prévue de son retour au travail.</i>	
5. Enter the number of insured weeks worked in the past 52 weeks or since the last separation certificate was issued by you to this employee, whichever is the shorter period.		5. Inscrivez le nombre de semaines d'emploi assurable au cours des 52 dernières semaines ou de la période qui suit la date du dernier certificat remis au présumé, la plus courte de ces périodes étant retenue.		10. Enter the total monies paid or to be paid on separation (excluding earnings for the last pay period). <i>10. Inscrivez les sommes payées ou à payer au moment de la cessation d'emploi (autres que la rémunération versée pour la dernière période de payel.</i>	
6. If the total in item "5" is less than 20 weeks enter the total insured earnings for the weeks shown. If the total in item "5" is 20 or more enter the total insured earnings for the last 20 weeks.		6. Si le nombre de semaines inscrit au n ^o 5 est inférieur à 20, inscrivez le total de la rémunération assurable de l'employé pour ces semaines. Si le nombre de semaines indiqué au n ^o 5 est de 20 ou plus, inscrivez le total de la rémunération assurable de l'employé pour les 20 dernières semaines.		NOTE: Employer's name, address and number must correspond to that shown on your tax deduction, CPP and U.I. remittance slips. (Form PD7A) <i>REMARQUE: Le nom, l'adresse et le numéro de l'employeur doivent être les mêmes que ceux qui figurent sur la formule de remise des retenues faites au titre de l'impôt, du RPC et de l'assurance-chômage (Formule PD7A).</i>	
7. Reason for Separation (Check one) <i>Motif de la cessation d'emploi (pointez la case appropriée)</i>		11. Employer's Name — <i>Nom de l'employeur</i>			
Work Shortage ☐ <i>Pénurie de travail</i> Retired ☐ <i>Retraite</i> Sick ☐ <i>Maladie</i> Pregnancy ☐ <i>Grossesse</i> Other ☐ <i>Autre</i>		12. Employer's Address — <i>Adresse de l'employeur</i>			
8. Student at Time of Hiring <i>Étudiant au moment de l'embauchage</i> Yes ☐ <i>Oui</i> No ☐ <i>Non</i>		13. Employer's Number — <i>Numéro de l'employeur</i>			
02-611-969-1		14. Signature			
UIC-CAC 11-03 (9-71)		Title of Officer — <i>Titre du signataire</i>		Date Day Month Year <i>Jour Mois Année</i>	

THE WORKMEN'S COMPENSATION ACT — PROVINCE OF ALBERTA

INSTRUCTION AND WORK SHEET

ACCOUNT NUMBER

PLEASE QUOTE THIS NUMBER IN ALL CORRESPONDENCE WITH THE BOARD.

RETURNS REACHING THE BOARD AFTER JANUARY 20TH MAY BE SUBJECT TO A PENALTY AND YOU MAY ALSO LOSE YOUR ELIGIBILITY FOR A SECOND INSTALLMENT (SEE ITEM 1 ON REVERSE SIDE)

MINIMUM ASSESSMENT \$15.00

DOLLARS ONLY

THE SPACE BELOW IS FOR BOARD USE ONLY

FOR WCB ONLY	ASSESSABLE PAYROLL FOR 1971	ESTIMATED PAYROLL FOR 1972	DATE			INDUSTRY DESCRIPTION	YOUR ESTIMATED PAYROLL FOR 1971	PERSONAL COVERAGE VOLUNTARY APPLICATION	DIST. CODE	PROVISIONAL RATE FOR 1972
			DAY	MON	YEAR					
ZA										
ZB										
ZC										
ZD										
ZE										
ZF										
ZG										
ZH										
ZI										
ZJ										

THESE FIGURES REFLECT THE PAYROLL ON YOUR FILE WITH THE BOARD

PER \$100.00 OF PAYROLL

HOW TO DETERMINE YOUR ASSESSABLE PAYROLL

ASSESSABLE FACTORS	CLASS 6-07
1. ACTUAL WAGES OR EARNINGS	\$40,000
2. BOARD (IF ANY) \$1.00 PER DAY	250
3. COMMISSIONS, BONUSES ETC	3,000
4. EARNINGS OF OTHER PERSONS DEEMED WORKMEN (SEE ITEM 7B REVERSE SIDE)	7,500
5. HOLIDAY PAY	1,600
6. OTHER	
GROSS PAYROLL	\$52,350
DEDUCT EXCESS OVER \$6600.00 IN RESPECT OF EARNINGS OF ANY WORKMEN INCLUDED ABOVE.	5,640
ASSESSABLE PAYROLL 1971	\$46,710
ESTIMATED PAYROLL 1972	\$60,000

ENTER YOUR ESTIMATED PAYROLL FOR THIS YEAR IN COLUMN ABOVE.

YOU MAY USE SPACE BELOW AS A WORK AREA

CLASS	CLASS
1.	
2.	
3.	
4.	
5.	
6.	

PERSONAL COVERAGE

IF YOU DESIRE PERSONAL COVERAGE FOR YOURSELF AND/OR MEMBERS OF YOUR FAMILY PLEASE READ ITEM 10 ON REVERSE SIDE. IF COVERAGE IS DESIRED IN MORE THAN ONE INDUSTRY PLEASE SHOW THE GROSS AMOUNT DESIRED AND THE PERCENTAGE OF TIME EXPECTED TO BE SPENT IN EACH INDUSTRY. (MINIMUM COVERAGE \$2500.00, MAXIMUM COVERAGE \$6600.00 EACH PER ANNUM.) APPLICATION CAN BE MADE IN SECTION 2 OF PAYROLL RETURN.

PLEASE DETACH AND READ CAREFULLY ALL THE INFORMATION ON THE FRONT AND BACK OF THIS SHEET. USE THIS SHEET AS A WORK SHEET THEN COMPLETE THE PAYROLL RETURN PORTION. KEEP THE BLUE COPY (3) FOR YOUR RECORDS AND MAIL THE WHITE AND GREEN COPIES (1) AND (2) TO: THE WORKMEN'S COMPENSATION BOARD, P.O. BOX 2415, EDMONTON, ALBERTA.

THE WORKMEN'S COMPENSATION ACT — PROVINCE OF ALBERTA

INSTRUCTION AND WORK SHEET

ACCOUNT NUMBER

PLEASE QUOTE THIS NUMBER IN ALL CORRESPONDENCE WITH THE BOARD.

RETURNS REACHING THE BOARD AFTER JANUARY 20TH MAY BE SUBJECT TO A PENALTY AND YOU MAY ALSO LOSE YOUR ELIGIBILITY FOR A SECOND INSTALLMENT (SEE ITEM 1 ON REVERSE SIDE)

MINIMUM ASSESSMENT \$15.00

DOLLARS ONLY

THE SPACE BELOW IS FOR BOARD USE ONLY

FOR WCB ONLY	ASSESSABLE PAYROLL FOR 1971	ESTIMATED PAYROLL FOR 1972	DATE DAY MON YEAR	INDUSTRY DESCRIPTION	YOUR ESTIMATED PAYROLL FOR 1971	PERSONAL COVERAGE VOLUNTARY APPLICATION	DIST. CODE	PROVISIONAL RATE FOR 1972
ZA								
ZB								
ZC								
ZD								
ZE								
ZF								
ZG								
ZH								
ZI								
ZJ								

THESE FIGURES REFLECT THE PAYROLL ON YOUR FILE WITH THE BOARD

PER \$100.00 OF PAYROLL

HOW TO DETERMINE YOUR ASSESSABLE PAYROLL

ASSESSABLE FACTORS	CLASS 6-07
1. ACTUAL WAGES OR EARNINGS	\$40,000
2. BOARD (IF ANY) \$1.50 PER DAY	250
3. COMMISSIONS, BONUSES ETC	3,000
4. EARNINGS OF OTHER PERSONS DEEMED WORKMEN (SEE ITEM 10 REVERSE SIDE)	7,500
5. HOLIDAY PAY	1,600
6. OTHER	
GROSS PAYROLL	\$52,350
DEDUCT EXCESS OVER \$6600.00 IN RESPECT OF EARNINGS OF ANY WORKMEN INCLUDED ABOVE.	5,640
ASSESSABLE PAYROLL 1971	\$46,710
ESTIMATED PAYROLL 1972	\$60,000

ENTER YOUR ESTIMATED PAYROLL FOR THIS YEAR IN COLUMN ABOVE.

YOU MAY USE SPACE BELOW AS A WORK AREA

CLASS	CLASS
1.	
2.	
3.	
4.	
5.	
6.	

PERSONAL COVERAGE

IF YOU DESIRE PERSONAL COVERAGE FOR YOURSELF AND/OR MEMBERS OF YOUR FAMILY PLEASE READ ITEM 10 ON REVERSE SIDE. IF COVERAGE IS DESIRED IN MORE THAN ONE INDUSTRY PLEASE SHOW THE GROSS AMOUNT DESIRED AND THE PERCENTAGE OF TIME EXPECTED TO BE SPENT IN EACH INDUSTRY. (MINIMUM COVERAGE \$2500.00, MAXIMUM COVERAGE \$6600.00 EACH PER ANNUM.) APPLICATION CAN BE MADE IN SECTION 2 OF PAYROLL RETURN.

PLEASE DETACH AND READ CAREFULLY ALL THE INFORMATION ON THE FRONT AND BACK OF THIS SHEET. USE THIS SHEET AS A WORK SHEET THEN COMPLETE THE PAYROLL RETURN PORTION. KEEP THE BLUE COPY (3) FOR YOUR RECORDS AND MAIL THE WHITE AND GREEN COPIES (1) AND (2) TO: THE WORKMEN'S COMPENSATION BOARD, P.O. BOX 2415, EDMONTON, ALBERTA.

5800 Visible Record Mini Computer System Concept

xv Payables

Payables procedure involves the use of a vouchered cheque, and the following MSL ledger card: expense distribution accounts, payable control, inventory control along with copies of precoded vendors invoices.

As invoices are received throughout the month, they are batched periodically by city and coded. These liabilities are recorded on the voucher portion of a two part cheque (see back of this section for sample form design). On the stripe of the vendor card is stored:

- a. vendor name
- b..vendor address
- c. balance owing
- d. voucher payable to date

To record payables, the vouchered cheque is entered into the printer, the vendor card into the MSL processor. Invoice number, amount, adjustment and rate of discount are entered. From program, date, amount of discount and net amount are automatically printed. Vendor MSL card is automatically posted and stripe updated as well as vendor name printed on the cheque for identification and periodic filing. For the automatic posting of payables to expense accounts, after each invoice has been recorded on the voucher, the appropriate MSL expense ledger card is entered and automatically posted and updated.

1. Expense - MSL vendor card automatically posted and updated with transaction details itemized on the voucher portion of the cheque. Individual expense accounts are subsequently posted while storing figures for posting to control accounts.

2. The completion of vouchered cheques upon receipt of vendors statements - this run would cause the vouchered cheque to be completed as to date, cheque number and amount, including cheque protection print out, as well as the simultaneous posting and updating of vendors MSL card.

As a by-product of these runs, journals would be automatically produced: an expense distribution journal and a cheque register. These journals would provide:

- a. a visible audit trail
- b. information needed for periodic bank reconciliations
- c. totals for posting to the cash account and cash discounts earned account

The preceding resume outlines the Singer automated payables system which is standard in a great number of businesses. It allows for minor changes to accomodate individual payables requirements for different companies. These changes will be incorporated if applicable into the payables system during the programming of Phase II as well as forms, journals and reports design.

VOUCHER NUMBER

12687

YOUR INVOICE			ADJUSTMENT	DISCOUNT		NET AMOUNT	MEMO
DATE	NUMBER	AMOUNT		%	AMOUNT		
3.12.72	62457	49.75	.00		.00	49.75	
15.12.72	54127	15.00	1.50		.00	16.50	
29.12.72	54127	24.00	.00	2	.48	23.52	

SINGER
BUSINESS MACHINES

ACCOUNTS PAYABLE DEMONSTRATION

12687

DATE	CHEQUE NUMBER	AMOUNT
30.12.72	12346	****89.77

PAY
THE SUM
OF ****89DOLLARS AND 77 CENTS

TO THE
ORDER
OF
HEAVY INDUSTRIES LTD
5432.00 FOOT TRAIL,
CALGARY, ALBERTA

PER NOT NEGOTIABLE
PER NON NEGOCIABLE

DEMONSTRATION FORM PRINTED BY SOURCE DATA CONTROL LTD REXDALE, ONTARIO

54002 HEAVY INDUSTRIES LTD

		3.12	6220477	.00		49.75		
		15.12	14357	.00		16.50		
CHEQUE	12345	29.12	57301	.48		23.52	89.77	
		30.12	54002		89.77	89.77	.00	
		04521	11.12.72	12547		12.00	.00	12.0
CHEQUE	12345	11.12.72	620521	.00	12.00	49.7500	5432.00	
		15.12	14357	.00		16.50		
		29.12	57412	.48		23.52	89.77	
CHEQUE	12345	30.12	32547		89.77	89.77	.00	
CHEQUE	12346	30.12	75421		89.77	89.77	.00	

Section xvi

Phase III Installation of Programs

- (A) General Ledger
- (B) Trial Statements
- (C) Financial Statements

5800 Visible Record Mini Computer System Concept

xvi General Ledger

The concept of the general ledger package is MSL card oriented. For each general ledger account, an MSL ledger card would be created. Frequently used general ledger accounts such as cash, accounts receivable control, inventory control, accounts payable and frequently used revenue and expense accounts would be automatically updated whenever the invoicing, cash receipts, payroll or payables programs were run. Other general ledger accounts such as non-current asset and liability accounts, seldom used revenue and expense accounts and equity accounts would be accessed through the general ledger program for purposes of adjusting entries, automatic posting and stripe update.

When operating under the general ledger program, a General Journal would be simultaneously prepared in the central workstation. The journal format would allow the operator to enter General Journal data requirements such as explanation of entry and calculation method. Not only does the General Journal serve as an audit trail for such entries as year end adjustments and accruals, but it is the medium by which data is entered into the system for simultaneous posting to the appropriate general ledger account. Throughout the posting procedure, operator error would be minimized by a processor check of the account code read from the stripe of the ledger card against the account code entered by the operator.

Perhaps the largest single benefit of the automated general ledger system is the ability to take off trial statements whenever they are desired. Since the information pertaining to each general ledger account is stored on the stripe of it's MSL ledger card, the operator has simply to read all general ledger cards in the MSL unit. As the cards are being read, both a balance sheet and income statement will be simultaneously prepared with the profit (loss) and earned surplus year to date being automatically calculated.

When year end statements are required, the same procedure of reading cards is followed. A program sequence will allow the operator to automatically close out all revenue and expense accounts while simultaneously preparing the closing General Journal entries as well as the income statement. The balance sheet is prepared in a similar fashion with the earned surplus account being automatically posted and updated.

It is stressed that the preceding resume outlines the general ledger package in broad terms. Operator procedures, forms design and entry sequence must of necessity and in the interest of an efficient and smooth running system be formulated at the time of systems engineering and programming of Phase III.

101 BANK ACCOUNT

ACCTS PAYABLE	30.12	89.77	89.
ACCTS PAYABLE	30.12	179.54	269.

220 ACCOUNTS PAYABLE

ACCTS PAYABLE

30.12

89.77

89.

500 OFFICE & PLANT EXPENSE CONTROL

ACCTS PAYABLE

30.12

16.50

16.

550 OTHER EXPENSE CONTROL

ACCTS PAYABLE

30.12

73.75

73.

601 OTHER INCOME

ACCTS PAYABLE	30.12	.48
ACCTS PAYABLE	30.12	.48

Section xvii

Phase IV Installation of Programs

(A) Job Cost Handling

(B) Truck Cost Analysis -
Daily

5800 Visible Record Mini Computer System Concept

XVii Reports

(A) Job Costing for Handling

(B) Truck Cost Analysis

These reports will be generated from 5800 data recorded along with some manual input. We recommend the installation of programs to print these reports be initiated after all other phases have been installed and operating smoothly. These reports will use information which will not be recorded until all accounts fully automated. A further consideration, on our part, is that the memory size of the 5800 cannot be 100% analyzed until the first three phases have been completely programed. We point out two factors that must be taken into account -

1. available hours per regular working day
2. available basic memory core, after installation of phases i, ii and iii.

These factors can only be assessed at that time, but as the 5800 system is expandable at any time memory hardware is no problem. We don't anticipate any lack of memory but daily hours especially at month end may be critical.

Singer 5800 Visible Record Mini Computer System

xviii Hardware/Software Configuration

- One 5835 Workstation, including
 - alphanumeric keyboard
 - buffered numeric keyboard
 - processor
 - serial printer
 - paper tape reader and punch
 - desk
- One 5819 Magnetic Stripe Ledger Processor, including
 - helical printer
 - card stacker
 - park position
 - journal printing
- 4K (4096 positions of program memory) core
- 90 Data Storages
- One 5854 Punch Converter
- One Tractor Feed, for continuous forms
- All phase I programming (as per sections i to xii)
- One year warrantee, parts and labor
- Installation set-up
- Operator training and documentation

I N V E S T M E N T*

SINGER CREDIT OF CANADA LTD.

**Total System Investment\$32,034.00
Less trade-in of 5015 1,250.00
Net\$30,784.00

***As a gesture of good faith
and to initiate programming, a
down payment of \$1,000.00 will
be required 1,000.00
Balance.....\$29,784.00

A per month payment on the
balance over 60 months \$596.00

The above Singer monthly rate is based on
your purchase from C.A.C. of your 5015 for
the amount of \$1,020.00, which represents
a 10% buy out to C.A.C.

N.B. SINGER CREDIT does NOT require the
first months payment in advance.

* See "Recommended Peripheral"
** See "Terms" Section
*** See "Lease Options - Singer"

CANADIAN ACCEPTANCE CORP.

.....\$32,034.00
..... 1,250.00
.....\$30,784.00

..... 1,000.00
.....\$29,784.00

A per month payment on the
balance over 60 months \$668.00

The above C.A.C. monthly rate is based on
their retaining your business and waiving
the 10% buy out of your present leased
Friden, model 5015. After your last payment
due January 1973, the 5015 will be accepted
as a trade-in with no additional cash outlay
for ownership.

N.B. C.A.C. requires the first months payment
of \$668.00 in advance.

Recommended Purchase or Lease Peripheral

In order to speed up and enhance the handling of MSL ledger cards, it is recommended that serious consideration be given for the addition of an Automatic Card Feed Hopper. This peripheral has the ability to hold up to 250 cards at one time, and feed them into the processor, post, update that stripe and stack in the same order, all automatically.

Model 5882 \$3,100.00

or leased for.....

60 months \$63.55

Leasing Options

1. Equipment may be purchased at the end of lease period for 20% of the leased value.
2. System may be upgraded at any time during the course of the lease.
3. At the completion of the lease period, the system may be retained on a yearly basis wherein two monthly payments becomes the yearly cost.
4. Give the equipment back to ~~Stager~~ Credit of Canada, at the conclusion of the lease.

Investment Continued

Phase II Implementation

NB: No additional hardware or Core Memory Required.

Programs - Payroll and Accounts Payable Package

Operator Training

System Documentation

Programming Cost \$1,600.00

Lease rates on the above figure may be arranged.

Phase III Implementation

Program - General Ledger Accounting and Financial Statement
Preparation

Operator Training

System Documentation

Programming Cost \$1,200.00

Lease rates on the above figure may be arranged.

Phase IV Implementation

Program - Job Costing and Truck Cost Analysis

Operator Training

System Documentation

Programming Cost \$ 800.00

Lease rates on the above figure may be arranged.

Singer 5800 Visible Record Mini Computer System

xix System Implementation Schedule

* Phase I - Preparation of W/R's, D/R's, Inventory Listing,
Storage Invoice, Statements.

- Post Accounts Receivable and Inventory.
- Age Receivables.
- Pool Car Accounting.
- Airline Cartage Accounting.
- Edmonton Accounting (as described in sections i - xiii)

On or before 45 days from receipt of order.

Phase II-Payroll and Accounts Payable as per system
concept sections xiv and xv.

60 days from acceptance of phase I.

PhaseIII- General Ledger Accounting and Financial Sataements
as per system concept section xvi.

90 days from acceptance of phase II.

PhaseIV- Reports as per section xvii.

30 days from acceptance of phase III.

In order to assure the installation of the General Ledger programming for machine processing of accounts by September 1st, 1973, we will require your order by January 15th, 1973.

*Creating the A/R, inventory and statement summary cards will require approximately three (3) weeks. This will be the first step prior to converting to the new 5800 system.

We suggest, one of your employees who will be involved with the new system, perform this task on our premises, on your machine. In this way there will always be someone immediately available to assist and answer questions, and at the same time allow our service engineer the opportunity to tune and adjust the unit.

The final phase, before beginning operation on the system will be the transferring of A/R balances and inventory balances from your present cards, to the new MSL cards. This could probably be best accomplished over a weekend, in your office, to accomodate implementation of the system the following Monday morning.

Singer 5800 Visible Record Mini Computer System

xx Terms

Delivery is approximately 45 days from receipt of a firm order, for implementation of Phase I.

In the case of an outright purchase, terms are net 30 days after machine acceptance.

In the case of a lease or rental, terms are the deposit's payment with the order and subsequent monthly payments commence thirty days after machine acceptance.

Prior to delivery of your equipment, full checkout and demonstration of your initial programmes will be provided at our office.

"This proposal does not constitute an offer and any order received as a result of this proposal will be subject to acceptance."

All prices quoted are subject to expiry after 30 days from the date of this proposal and are F.O.B. Singer Business Machines, Calgary Office.

Singer 5800 Visible Record Mini Computer System

xxi Conditions and Warranties

1. The recommendations for equipment and programs and any statements concerning operating times contained in this proposal represent our best estimates, and are based on the data you have furnished us, and on our observations. While it is believed that these estimates are sound, the degree of success with which equipment and programs can be applied to data processing and the actual operational timing are dependent upon many factors, some of which are not under our control. Therefore, our estimates as to the results to be obtained from the equipment or programs being supplied must not be regarded as express or implied warranties.
2. This proposal may contain information relating to rate structures, costs, availability and specifications of certain devices, services and applications which are under the control of various governmental regulatory agencies and utility companies. This information is based upon data which is subject to change at anytime, and therefore you should independently verify such information during your consideration of this proposal.
3. This proposal contains proprietary information of the Singer Business Machines, and neither this proposal, nor said proprietary information shall be published, reproduced, copied, disclosed or used for any purpose other than consideration of a duly authorized representative of Singer Business Machines.
4. The prices as presented in Section xviii of this proposal include a 12 month parts and labour guarantee. After this initial period, a Maintenance/Service Contract is available to cover parts and labour for the aforementioned equipment at a rate of:

\$1,518.00 per year

5800 Visible Record Mini Computer System Concept

xxii System Concept Summary

Inland Warehousing's utilization of the Singer 5800 mini computer will be benefited by automating 95% of the Calgary office work load; upon the completion of phase iv installation.

The 5% not automated is derived from Edmonton office contributing manual input to the system. In future years Edmonton may automate into Calgary by obtaining a smaller in-house system which would provide automated input for Calgary's computer system. An alternative would be on-line communication between Edmonton and Calgary's 5800 system, with automated return print out at Edmonton.

Singer's 5800 system is designed for expansion in your office, at any time. The 5800 can be linked to computers by communications to further enhance processing or information power. It allows Inland to enter other systems economically without the expense of a new system installation.

The present use of the 5800 will eliminate the vast amount of numerous manual entries your present system dictates. By automating with the mini computer, one operator will be able to do the bulk of all your daily recording, with less fatiguing effort and the somewhat frustrating circumstance of continually manual entries. One master program will prepare all W/R's, D/R's, post inventory and post receivables along with journals for inventory ins and outs and receivables..

Separate programs will prepare by-monthly or month end recordings such as cash receipts, inventory listing, storage invoices and statements. This preparation, as has been suggested, could be accomplished after regular hours by an operator working the hours of noon until 8:00 p.m. In this manner the master program will be available daily for alternate preparation of either W/R's or D/R's.

The preceding proposal and system outline has been analyzed by experienced Singer personnel, which represents many man hours of planning. Your new proposed system has been deemed highly workable and efficient, offering high sophistication and simplicity to your basically complex transaction recordings.

This proposal is presented with the assurance that short of an expensive full computer, no more efficient system could possibly offer you more and with less employee involvement.

On the basis of our presentation and proposal, we respectfully solicit your authorization to begin programming your new highly automated system.

CONFIRMATION OF ACCEPTANCE

Systems Quotation

We have read the attached System Quotation and agree that it fulfils our system requirement.

FOR: Inland Warehousing (Calgary) Ltd.

SIGNED:

POSITION:

DATE:

System Quotation presented by: G.M. Lorne

FOR: Singer Business Machines

DATE:

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DATE:

SINGER CREDIT OF CANADA LTD.
1245 Sherbrooke St. W.,
Montreal 109, Que. Tel. (514) 842-4845

SINGER

LEASE

LEASE NO.

NAME AND ADDRESS OF LESSEE

Inland Warehousing (Calgary) Ltd.
5316 - 2nd Street S. E.
CALGARY, Alberta

CONTACT: Mr. J.J. Anderson
TELEPHONE NUMBER

SUPPLIER OF EQUIPMENT (COMPLETE ADDRESS)

Singer Business Machines
1020 - 17th Avenue S. W.
CALGARY, Alberta

SLMN. G.M. Lorne

QUANTITY	DESCRIPTION: MODEL No., CATALOG No. OR OTHER IDENTIFICATION	PRICE
EQUIPMENT LEASED	SINGER 5800 VISIBLE RECORD MINI COMPUTER SYSTEM 5819 MSL PROCESSOR 4K CORE MEMORY 90 DATA STORES ALL PHASE I PROGRAMMING AS PER PROPOSAL INSTALLATION SET UP AND OPERATOR TRAINING ONE YEAR WARRANTY PARTS AND LABOUR	TOTAL LIST \$ 32,034.00
		OTHER COSTS (IF ANY)
		LESS TRADE-IN (IF ANY) 1,250.00
		Deposit 1,000.00
PROVINCIAL SALES TAX No.		TOTAL COST \$ 29,784.00
LOCATION OF EQUIPMENT STREET ADDRESS _____ CITY _____ COUNTY _____ PROVINCE _____		
TERMS OF PAYMENT		RENEWAL AFTER INITIAL TERM
AMOUNT OF EACH RENT PAYMENT	PAYMENTS WILL BE MADE IN ADVANCE MONTHLY ☒ QUARTERLY ☐	RENTAL \$1,221.00 PAYABLE ANNUALLY IN ADVANCE
ESTIMATED DELIVERY DATE	INITIAL TERM OF LEASE (NO. OF MONTHS) 60	
	NO. OF RENT PAYMENTS 60	
	SECURITY DEPOSIT \$ nil	
IF RENTING PREMISES, NAME AND ADDRESS OF LANDLORD		
PRINCIPAL BANK		ADDRESS

TERMS AND CONDITIONS OF LEASE

Lessee hereby leases from lessor and lessor leases to lessee the personal property described above hereinafter referred to as 'the equipment' together with any parts and/or accessories delivered therewith on the following terms and conditions:

1. NON-CANCELLABLE LEASE- this lease cannot be cancelled or terminated except as expressly provided herein.
2. RENTAL- for the use of the said equipment, the lessee shall pay to the lessor at the lessor's office, at St. Jean, Quebec, the periodic rent payments set forth above. Such rent payments to be payable as follows: The first rent payment within 20 days of delivery of the equipment and subsequent rent payments monthly thereafter on the 15th day of each month or periodically if so stipulated above.
3. NO WARRANTIES BY LESSOR- lessee has selected both (a) the equipment and (b) the supplier from whom lessor is to purchase it. Lessor makes no representations or warranty and there are no conditions (expressed, implied, statutory or otherwise) except as expressly stated herein, as to any matter whatsoever including without limitations, the condition of the equipment, its merchantability or its fitness for any particular purpose.
4. CLAIMS AGAINST SUPPLIER- if the equipment is not properly installed, does not operate as represented or warranted by supplier, or is unsatisfactory for any reason, lessee shall make claim and any complaint thereto SOLELY against supplier and shall, nevertheless, pay lessor all rent payable under this lease. Lessor hereby agrees to assign to lessee, solely for the purpose of making and prosecuting any such claim, all the rights which the lessor has against supplier for breach of warranty conditions or any other representation respecting the equipment.
5. ENTIRE AGREEMENT- this instrument constitutes the entire agreement between lessor and lessee. Lessee understands and agrees that neither the supplier or any salesman or any other agent of the supplier is an agent of the lessor. No salesman or agent of supplier is authorized to waive or alter any term or condition of this lease or add any provision hereto. No representation as to the equipment or any other matter by the supplier, shall in any way affect lessee's duty to pay the rent and perform its obligations other as set forth in the lease.

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS WHICH ARE PART OF THIS LEASE

Lessee requests Lessor to purchase the above-described equipment from the supplier and to lease said equipment to lessee upon the terms and conditions of the above lease; and upon written acceptance hereof signed at the lessor's office by an authorized employee of lessor agrees to lease said equipment. The undersigned agree to all the terms and conditions of such lease as set forth above and on the reverse side hereof.

RENTAL COMMENCEMENT DATE _____

DATE EXECUTED BY LESSEE _____

SINGER CREDIT OF CANADA LTD.
(LESSOR)

NAME OF LESSEE INLAND WAREHOUSING (CALGARY) LTD.
FULL LEGAL NAME

BY _____

BY _____
AUTHORIZED SIGNATURE TITLE

BY _____

BY _____
AUTHORIZED SIGNATURE TITLE

LEASE ORIGINAL

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...A P P E N D I X...

RECOMMENDATIONS FOR PRESENT FORMS

- A) Present W/r's and D/r's to be replaced with a new combination W/r, D/r form, sample drawing follows.
- B) Present Storage Charge Invoice form may be retained, but for full system benefit a continuous form should be used.
- C) Present Inventory Listing sheet will not be required under the new system.
- D) Present Satement form may be retained, but for full system benefit a continuous form should be used.

Any or all of the above forms should be presented to a Forms Representative for examination and design suggestions. The forms Company should then consult with Singer to obtain the best system results.

POSTN 0006

PER :

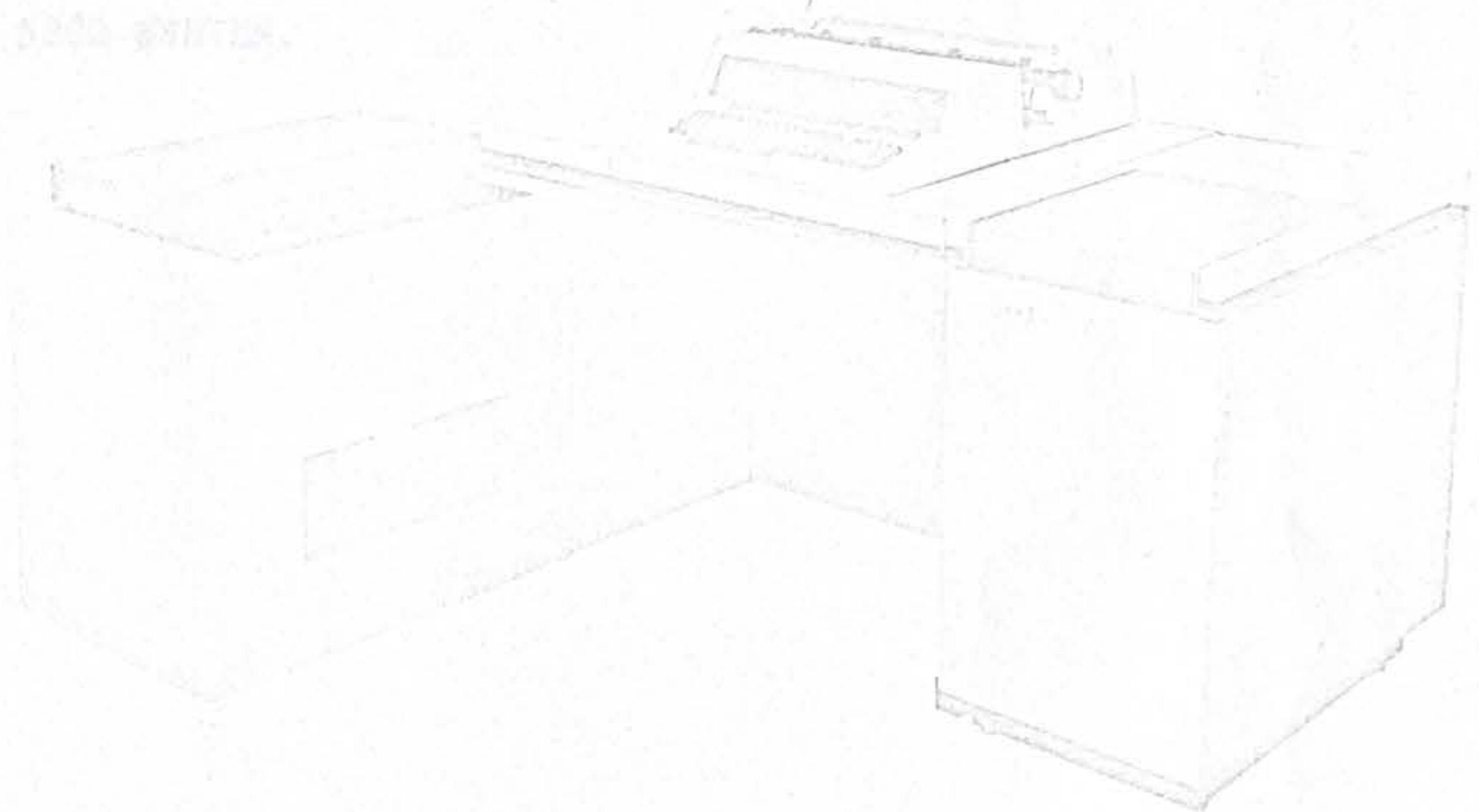
TOTAL CHARGES ▶

COMBINATION WAREHOUSE
AND DELIVERY RECEIPT
CONTINUOUS FORM

INSTALLATION GUIDE

5800 BILLING/ACCOUNTING SYSTEM

ADDITIONAL DETAILS AVAILABLE FOR THE
5800 SYSTEM.



* SEE STORAGE OF
MAGNETIC CARDS
PAGE 3

SINGER
FRIDEN DIVISION